



St Kevin's Community College

Leaving Cert Calculated Grades Portal

The portal will open at 10am on Tuesday
26 May and close at 10pm on Thursday
28 May.

Class 6R1 students must register

Classes 6R2 & 6R3 must register AND
confirm their subject levels



Registration (For ALL Students)

- 1. Before your start, you will need your exam number, your Personal Public Services number (PPS number), a PERSONAL email address (NOT school email address) and your mobile phone number.
- 2. Go to www.gov.ie/leavingcertificate
- 3. Click on the link Calculated Grades Student Portal at the top of the page. This will bring you to the Calculated Grades Student Portal welcome page
- 4. Select the green Register Using Candidate Number and PIN button. This brings you to the Registration Step 1 page. This is where you will confirm your identity.
- 5. Confirm your Identity — on the Registration Step 1 page enter your Examination number in the first box. Enter the first 4 digits of your PPS number in the box marked PIN. Click Confirm Identity. This brings you to the Registration Step 2 page. This is where you will create your Calculated Grade Student Portal Account.
- 6. Create your Account — on the Registration Step 2 page, you need to enter and confirm;
 - a. Your mobile number
 - b. Your email address You also need to create a password which you will need to enter and confirm. The password must be a minimum of 8 characters and include upper and lower-case characters and numbers. When you have this done, click Create Account button. Doing this sends an email to your email address and brings you to the Account Activation page.
- 7. Activate your Account — in order to complete the registration process, you must click on the link in the email sent to your email account. The email will be from the Department of Education and Skills. If have do not seem to have received the email check your SPAM and JUNK folders before contacting the Helpdesk. Clicking the link in the email completes the registration process and confirms the creation of your Calculated Grade Student Portal Account. Please note: you must click this link to activate your account.

Confirm Subject
Levels (Students in
6R2 & 6R3 ONLY)

1. When you click the Account Activation link in the email we send you, you will be brought to the final Registration page which confirms that you have successfully registered your account. Click on the Login to Confirm Your Subject Levels button. This will bring you to a Log-in screen
2. Login to your Account – enter your examination number and the password you created during the registration process. Click the Log In button. This will bring you to the Confirm Subject Levels Screen
3. Confirm Subject Levels – on this page you will see the subjects in which you were due to sit your examinations this year at the level you confirmed you would be sitting them back in February.
4. It is essential that you confirm your levels now so that your school can complete their task of providing an estimated percentage mark and rank order for you, using the most up to date information.
5. You should exercise extreme caution when confirming levels. If you confirm a level that is higher than the level that you have been planning for, it is likely to lead to a lower than anticipated grade in that subject.
6. The level shown beside each subject can be changed to a lower level using the dropdown options.

Subject Levels (continued)

7. The system will not allow a change to a higher level. In the unlikely event that you were incorrectly entered for a lower level initially than that you were preparing for, please email lcsupport2020@education.gov.ie. NOTE: we will need to obtain proof from your school that there was an error in your initial entry before we will process any change to a higher level. Even if you are not making any changes to the levels we require you to confirm the subject level information presented.
8. You should review the levels presented for the subjects listed and make any necessary changes. At the end of the page you then tick the box confirming these levels and then click the Submit Confirmed Levels button.
9. Once this has been done, you will receive a confirmation page which you can retain for your records. You will also receive confirmation of your levels by email.
10. This is all you need to do at this point. Keep your account details securely (Examination number and the password you created) so you can access the portal later when we ask you to do so to get your results.

**For Exam Numbers and/or
PPS Numbers, please
email Ms Burke
siobhanburke@stkevinscc.ie**