

## LCE: Qualifications & Assessment Section of applicant's account (before changes):

### Qualifications and Assessment Section

#### Irish Leaving Certificate Exams (1985-2021):

The year and the correct exam candidate number should appear here for any Irish Leaving Certificate achieved in the years 1985 to 2020 inclusive. No results will appear at this time. If you are a 2021 Leaving Certificate candidate the year 2021 should appear as well as your examination candidate number. If any information is missing or incorrect you must click on 'Modify Details' below and follow the instructions to edit your details.

We will e-mail you in May and you will be required to log in and check all of the relevant details are present and correct including any results achieved from 1985 to 2020.

Year	Exam No.
2019	100000
2020	100000

[Modify Details »](#)

Click [Modify Details](#):

## Edit Leaving Certificate Details

**Do not forget to press "Submit" to send your changes to CAO.**

You can edit your Leaving Certificate details below as follows:

- To enter or correct an examination number for one of the years below simply type the correct number into the box in the Exam Number column beside the corresponding year.
- To add a year that is not already present, use the drop-down, click on the year you wish to add, then enter the examination number for that year in the Exam Number column.
- To remove a year that is listed below, click on the  button - do this if the year listed is not relevant to you.

Year	Exam Number	
2020	<input type="text" value="100000"/>	
2019	<input type="text" value="100000"/>	
<input type="text" value=""/>	<input type="text"/>	
<input type="text" value=""/>	<input type="text"/>	

After you submit changes, you will receive an e-mail from CAO with instructions to check the changes that you have made. If you do not receive an e-mail, please check that you submitted the correct examination information by logging in to your account.

**Do not forget to press "Submit" to send your changes to CAO.**

Notes: You can only change four Leaving Certificate sittings via this facility. If you have additional sittings to enter or change, please e-mail us via the Correspondence Section of your account. A year and an examination number should appear if you completed Leaving Certificate in any year from 1985 to 2020 inclusive and/or if you are a Leaving certificate candidate in 2021. If you were a 2020 candidate then the year 2020 and your examination number should appear - this is the case if you received calculated grades, examination grades or both.

Cancel

Submit »

Click on "x" beside 2020 to delete LCE 2020 from account:

## Edit Leaving Certificate Details

**Do not forget to press "Submit" to send your changes to CAO.**

You can edit your Leaving Certificate details below simply type the correct number into the box in the Exam Number column.

- To enter or correct an examination number for a year listed below simply type the correct number into the box in the Exam Number column.
- To add a year that is not listed below, click on the year you wish to add, then enter the examination number for that year in the Exam Number column.
- To remove a year that is listed below, click on the  button - do this if the year listed is not relevant to you.

Are you sure you want to remove the 2020 details?  
If yes, click "OK". Otherwise, click "Cancel".

OK Cancel

Year	Exam Number	
2020	100000	
2019	100000	
<input type="text"/>	<input type="text"/>	

Click 'Ok'

Year	Exam Number	
<input type="text"/>	<input type="text"/>	
2019	100000	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

Edit the exam number for 2019 by typing in the Exam Number box alongside 2019, add 2006 LCE by using the dropdown in the Year column and typing the exam number in the Exam Number box alongside 2006.

Year	Exam Number	
<input type="text"/>	<input type="text"/>	
2019	189999	
2006	100000	
<input type="text"/>	<input type="text"/>	

### Click 'Submit'

Changes are submitted and the applicant is returned to their account homepage. Message at the top of the homepage:

Your Leaving Certificate changes have been submitted.

Thank you for editing your examination data. CAO will check the data that has been edited/supplied before updating your application. CAO will send a Statement of Application Record to all applicants in May. Please ensure that you follow the instructions carefully and check that all of your data is complete and correct. Do not assume that your examination data is correct.

### Qualifications and Assessment LCE section now looks like this:

#### Irish Leaving Certificate Exams (1985-2021):

The year and the correct exam candidate number should appear here for any Irish Leaving Certificate achieved in the years 1985 to 2020 inclusive. No results will appear at this time. If you are a 2021 Leaving Certificate candidate the year 2021 should appear as well as your examination candidate number. If any information is missing or incorrect you must click on 'Modify Details' below and follow the instructions to edit your details.

We will e-mail you in May and you will be required to log in and check all of the relevant details are present and correct including any results achieved from 1985 to 2020.

Year	Exam No.
2019	100000
2020	100000

You have submitted the following changes:

Year	Exam No.
2019	189999
2006	100000

**You have removed Leaving Cert year 2020. This means we will delete mention of 2020 Leaving Cert from your application.**

CAO will check the data that has been supplied before updating your application. We will e-mail you when these changes have been processed. You will then be required to log in to your account and check that all examination details are present and correct.

[Modify Details »](#)