

N.B. Candidates wishing to appeal a Junior Certificate grade must submit relevant information and fee of €32 (per subject to be appealed) to the **School Office** by **2pm** on **Friday 11th October**.

State Examinations Commission Note for Junior Certificate Appeals

APPLICATIONS FOR REVIEW OF RESULTS (APPEALS)

In light of the changes to the Leaving Certificate appeals timeframe this year and the later issue of the Junior Cycle results, the SEC has reviewed opportunities to shorten the timeframe for the issue of the final (post appeal) outcomes of the Junior Cycle. These final outcomes are as reported on the Junior Cycle Profiles of Achievement.

As a result, all Junior Cycle appeal applications must be returned to the SEC by **Friday 11th October**. Candidates will not have access to the administrative facility, introduced last year, to obtain a copy of their examination scripts in advance of lodging an appeal application. Candidates and their parents will be able to make individual data access requests for copies of scripts under Data Protection Legislation (See Section 10 below) but should be aware that they will not have received copies of their scripts under a data access request in advance of the appeals closing date.

The following conditions apply to applications for a review of Junior Cycle results:

- (i) Applications will be accepted only from a School Authority (i.e. the Manager, Principal or authorised representative), who must certify that the examination result is significantly at variance with the school's considered judgement of the performance of the candidate concerned at the examination in question.
- (ii) A fee of €32.00 per subject per applicant must accompany each application. The fee will be refunded if, on review, the candidate's work is deemed to merit the award of a higher grade.
- (iii) The SEC will not accept appeal applications directly from candidates, parents or individual teachers.

In the review process an appeal examiner (an experienced examiner not involved in marking the script originally), will undertake a review of the initial marking of the work submitted by the candidate in the examination. The appeal examiner will consider whether the mark awarded by the original examiner is correct and reasonable, in line with the marking scheme. If it is, the appeal examiner will award the same mark again. If it is not, the appeal examiner will award what they consider to be the correct mark.

It is essential that school authorities do not dispose of, or return to candidates, any practical or coursework pieces until the appeal process has fully concluded, even in instances where a candidate has not appealed a result in that subject, as the SEC may need access to the material during the appeals and related quality assurance processes. For that reason the integrity of the examinations system requires that the material continue to be securely stored by the school.

All applications for appeal from the school should reach the Junior Cycle Appeals Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath by 5 pm on Friday 11th of October, 2019 together with a cheque for the total amount due, i.e. €32.00 per subject per applicant.

Applications received after that date will not be considered.

It is planned to post the results of all applications for review in the week ending 22nd November 2019.

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** ACCESS TO EXAMINATION SCRIPTS UNDER DATA PROTECTION LEGISLATION - Candidates may obtain a copy of their examination script(s) from the SEC by making a data access request. Candidates can apply for a copy of their script(s) or their marks using the Subject Access Request form available from the Data Protection section of the SEC's website www.examinations.ie and should follow the procedure for making an application in this way.*

Under the legislation, the SEC, as a data controller, is required to respond to a data access request within 30 days of receipt of the request. However, the law also allows for this time period to be extended to 90 days depending on the number and complexity of the requests received. The SEC processes one million written examinations scripts and another 1 million related examination components (practical and project work; oral tests; performances, etc.) every year. The SEC will endeavour to provide the requested information within 30 days and will notify applicants should it become necessary to extend the time limit to 90 days.