



Leaving Certificate 2020

Application to be considered for a Calculated Grade by out-of-school learners

Read *A Guide to Calculated Grades for Out-of-School Learners* before completing this form.

All students must complete Sections 1, 2 and 4. Students who are repeating the Leaving Certificate examination having previously sat the examinations in 2018 or 2019 must also complete Sections 3.

Even if you have confirmed the level at which each subject is being taken on the Calculated Grades Student Portal, this application will be taken as final confirmation of your level. **Please note you may not choose a level higher than the level for which you were initially entered.**

Please also note that we cannot award you a calculated grade in a subject unless you have engaged in regular tuition with a suitable teacher or tutor over a sustained period. See the guide for details.

You must not include any additional material with your application form. Under no circumstances will the Calculated Grades Executive Office engage in any process of generating an estimated mark.

1. Student details

Student's name:	
Student's examination number:	
Confirmation of email address:	
Telephone number:	

2. Declaration of student

I confirm that:

- I agree to the Calculated Grades Executive Office making contact with the teacher/tutor and or centre named (as applicable) in order to receive information about me for this process
- in the subjects indicated I have engaged in tuition regularly over a sustained period
- all information provided is correct.

Signature:	Date:
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The above declaration must be signed. If the form is completed digitally, then it must be printed out and signed.

The signed form must be returned by registered post to Out-of-School Learners, Calculated Grades Executive Office, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath to arrive on or before Thursday, July 02.

3. To be completed by students who previously sat the Leaving Certificate examination in 2018 or 2019

The circumstances in which we may need to contact your previous school are set out in *A Guide to Calculated Grades for Out-of-School Learners*.

Year you previously sat the Leaving Certificate examinations	2018	2019
I agree to the Calculated Grades Executive Office contacting the school where I sat my Leaving Certificate examinations previously, where it is necessary, as set out in the Guide	Yes	No
Name of school:		
Address of school:		
Name of principal:		

4. To be completed by all students: subject, level and tuition details

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name			Centre name		
Telephone			Principal/ manager name		
email			Telephone		
			email		

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name			Centre name		
Telephone			Principal/ manager name		
email			Telephone		
			email		

You do not need to print out and return pages 3 to 5 unless you use them.

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name		Centre name			
Telephone		Principal/ manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name		Centre name			
Telephone		Principal/ manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name		Centre name			
Telephone		Principal/ manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name		Centre name			
Telephone		Principal/ manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name		Centre name			
Telephone		Principal/ manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name		Centre name			
Telephone		Principal/ manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name		Centre name			
Telephone		Principal/ manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name		Centre name			
Telephone		Principal/ manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name		Centre name			
Telephone		Principal/ manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes No
Teacher/Tutor details			Centre details		
Name		Centre name			
Telephone		Principal/ manager name			
email		Telephone			
		email			