

Candidate Entries 2021 and Candidate Self Service Portal

The Candidate Self Service Portal (CSSP) will open for this purpose on **Wednesday 10 March at 12 noon and will remain open until 6 pm on Tuesday 16 March.**

The portal will be pre-populated with the data entered by schools in October.

This means that only those subjects which candidates have been studying in schools will be displayed on the portal. Candidates will be able to add any subjects that they are studying outside of school or withdraw from subjects.

Candidates will also be able to indicate whether they want to take the examinations, or to receive SEC Accredited Grades, or both.

Candidate Numbers and Matrix

Before using the Candidate Portal for the first time, candidates will be asked to create their own account and will need their **examination number** for this process.

To access the portal candidates will need their **Personal Identification Number** as part of the verification process. For most candidates this will be the first four digits of their PPSN.

Selection of Levels

Candidates should select the level at which they are currently studying each subject. SEC will use this information for planning purposes and will provide this information to schools through a turnaround document for review.

Candidates will have a further opportunity at the end of April/early May to confirm their levels in each subject. At that time, candidates can also withdraw their intention to take the written examination but they will not be able to indicate their intention to sit examinations after the 16 March 2021.

The level selected by candidates at the end of April/early May will be an absolutely final decision when it comes to the level – Higher, Ordinary or Foundation – in which they will receive their **accredited grade** in each subject. As teachers will then be in the estimation process, candidates (or schools) will not be permitted to change levels for the purpose of the accredited grades process after that time.

Candidates opting to sit the examinations will be permitted to change their levels in respect of the **written examinations** on the day of the examination, as they are in a normal year.