

IMPORTANT - Applicants presenting GCE/GCSE must read this page carefully and in full.

1. When entering the details of examinations **already completed** please note the following:

A list of subjects recognised by higher education institutions is available here:

<http://www.nui.ie/college/entry-requirements.asp>

The higher education institutions do not take account of the A-level subject 'General Studies' so you must not enter this subject in the table.

At GCSE level, Double Award Science should be entered in the table only once under the subject Science [Gen/DBL/Environment].

If you have completed an EPQ (Extended Project Qualification) please select AS single award as the level and select Other as the subject.

If you have completed an examination in a subject that appears on the NUI list above but for which there is no corresponding subject in the drop-down menu, please select Other.

There are 3 sittings per year - summer, autumn, winter. You may only select a subject once per sitting.

2. You **MUST** also send certified photocopies of certificates/statements of results for examinations (other than summer 2022) to CAO within 10 days of submitting your application.

A certified photocopy means that you photocopy your certificates/statements and then bring both the originals and the photocopies to an acceptable person or body (School, College, University, Police Station, Admissions Office, Notary) where they will stamp the photocopy as being a true copy of the original.

3. When we are in receipt of your supporting documents, these will be checked against the information you have provided in your online application. We will send you a Statement email in May. At this point you will be required to view the results that have been checked by CAO and confirm that all of your results are recorded correctly. If you do not supply sufficient documents to support your results then the results you have entered will be removed from your application until appropriate evidence is supplied.

4. If you are taking summer 2022 GCE examinations please enter your FULL Examination Centre and Candidate Numbers in the **GCE/GCSE exams to be taken** table provided on the CAO application.

5. **Results in August:** we expect to collect the results of summer 2022 'A' and 'AS' level British and Northern Ireland examinations electronically from examining authorities in August. In order to do this, we must have your correct Centre and Candidate Number (see point 4 above). When the examination results are released in August we will send you an email with instructions on checking your account for the results of 'GCSE', 'A' and 'AS' examination results on file in CAO. Certified photocopies of any certified examination results not appearing on your account should be posted to CAO without delay.

5. Do not fax or email copies of results to CAO. Faxed or emailed documents are not considered sufficient evidence of results, nor are letters or printouts produced by your school listing your results. Only certificates/statements of results produced by an examining authority will suffice.

6. Please note: we will contact you by email. When we send emails we send them to the email address you registered on your CAO application. Please ensure you monitor this email address for messages from CAO.