IMPORTANT - Applicants presenting GCE/GCSE must read these pages carefully and in full.

Please note: If you were due to sit examinations this summer it is still important that we have your correct 2020 Centre and Candidate numbers, as these numbers are required for administrative purposes (to allow us to receive your grades when they are available).

The following important matters should be noted.

1. When you log in to your CAO account you must check that all examination results, and summer 2020 Centre and Candidate numbers, are present and correct. If there are any errors or omissions, please click on the ‘Contact CAO regarding GCE/GCSE’ button (accessible from the Qualifications and Assessments section of your CAO account) and inform us using the online contact form provided. You may also be required to send certified photocopies of certificates/statements of results for examinations already completed, to CAO immediately. 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.

   Please note: If you are unable to obtain a stamp due to Covid-19 restrictions you may send the photocopies without a stamp. Post a stamped copy at a later date when restrictions have eased.

2. In your account you will notice that, for administrative reasons, we have shortened any examination numbers for GCE or GCSE examinations taken in previous years, i.e. before summer 2020. We have done this by taking only the last three digits of the Examination Centre Number together with the last three digits of your individual candidate number. For example, if your full number was 71849-5306, then we have dropped the 71 and the 5 so your number becomes 849306.

3. If you took more than one exam in the same month and year (e.g. autumn 2018), we have shown all of the results for this session on the same line. Please note the abbreviations ‘A’, ‘W’ and ‘S’, which represent exam sittings in autumn (November), winter (January/spring) and summer (June).

4. If you were supposed to be taking summer 2020 GCE or GCSE examinations your FULL Examination Centre and Candidate Numbers should be shown. The 5-digit Centre Number will appear first; immediately below this will appear your 4-digit Candidate Number.
5. Any English and Welsh Board examinations which you were due to take in summer 2020, should be shown on your CAO account along with the correct Centre and Candidate numbers. Similarly, any CCEA examinations which you were due to take in summer 2020, should be shown on your CAO account along with the correct Centre and Candidate numbers. (i.e. if you are taking some subjects with CCEA and others with English/Welsh boards, then at least two 2020 summer records should appear on your CAO account.) Use the 'Contact CAO regarding GCE/GCSE' button and use the online form to provide the correct information if all is not present and correct.

6. **Results in August:** we expect to collect the results of summer 2020 ‘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 points 4 and 5 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.

7. **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.

8. 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’. Therefore, it is not shown on your account. At GCSE level, Double Award Science will appear only once.

9. **GCSEs may form part of minimum entry requirements and therefore should be recorded on your CAO account.** If you have taken GCSEs and they do not appear in the Qualifications and Assessments section of your CAO account you must post certified photocopies of certificates to CAO immediately. If you are unable to obtain a stamp due to Covid-19 restrictions you may send the photocopies without a stamp. Post a stamped copy at a later date when restrictions have eased.

10. **GCE A* grades that appear on certificates are shown in your CAO account.** GCSE ‘star’ ( * ) grades may appear on certificates but they are not shown in your CAO account.

11. **Applied GCE results:** Institutes of Technology will consider Applied GCEs. Applied GCEs already taken should appear in your CAO account. Applied GCEs to be taken: see points 4, 5 and 6 above.

   The level for applied results will be shown in your account as follows:

<table>
<thead>
<tr>
<th>AS level single award</th>
<th>AS level double award</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>K</td>
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<tr>
<td>A</td>
<td>K</td>
</tr>
</tbody>
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