

**May 2022****IMPORTANT - Applicants presenting GCE/GCSE must read these pages carefully and in full.**

The following important matters should be noted.

1. When you log in to your CAO account you must check that your summer 2022 Centre and Candidate numbers are present and correct. Your FULL Examination Centre and Candidate Numbers should be shown. The 5-digit Centre Number will appear first followed by your 4-digit Candidate Number. If there are any errors or omissions, please click on the 'Modify Details' button (accessible from the Qualifications and Assessments section of your CAO account) and update your information in the spaces provided. You may also be required to send certified photocopies of certificates/statements of results for examinations (other than summer 2022) 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.

2. **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.

3. **Prior year result details:** Results appear on your CAO application based on the documents that you supplied to CAO by post. If you entered results in your online application but did not supply supporting documents then these results will have been removed from your online application.

4. If you have obtained results which are not appearing on your online application you must now supply by post certified photocopies to CAO. Documents must be produced by the examination boards (i.e. they must show the exam board logo) and must be certified as described at point 1. above.

5. If you took more than one exam in the same month and year (e.g. autumn 2020), 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).

6. **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.

7. GCE A Level 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.

At GCSE level, Double Award Science will appear only once. (1/2)

8. 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.

9. 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.

10. Applied GCE results: Applied GCEs already taken should appear in your CAO account. Applied GCEs to be taken: see points 1 and 2 above.

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

AS level single award = I AS level double award = J

A level single award = K A level double award = L

11. **Please note:** we may 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.