

INFORMATION SHEET

– GCE A/AS Level & GCSE Applicants

CAO
www.cao.ie

IMPORTANT - Applicants presenting GCE A/AS Level & GCSE must read the following carefully and in full.

Making an application to CAO on the basis of GCE A/AS Levels and GCSEs:

Applicants must tick box 3 in the Qualifications and Assessments summary and supply their examination details in the tables provided in this section.

Under the table headed **2006-2024 GCE A/AS and/or GCSE Examination** Details applicants are required to enter the details of their prior year examinations (GCE/GCSEs taken prior to 2006 should be included under **Other School Leaving Examinations** box 4).

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

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

This list is linked to the Subject drop-down menu in the table headed "2006-2023 GCE A/AS and/or GCSE Examination Details". An explanation for "*" appearing next to some subjects in the dropdown menu of this table can be found in the NUI list linked above.

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

At GCSE level, **Double Award Science** should be entered in the table only once. Applicants should include the higher of the two grades they have been awarded.

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

Applicants completing examinations in Winter/Spring – January/March sitting should supply a certified photocopy of their results to CAO. CAO will arrange to add these results to the prior year examinations table for applicants.

Please ensure that you enter the correct year, sitting, level, subject and grade for all of your previously taken examination results including GCSEs as these are required in order to meet course minimum entry requirements.

You may only select a subject once per sitting.

What documents do I need to supply?

You **MUST submit certified photocopies of certificates/statements** of results for examinations (other than summer 2025). Certificates or statements of results must be issued by the exam boards (containing the Exam Board logo). Documents produced by schools will not be sufficient. You may choose to upload or post your documents to CAO. **Please do not do both.**

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.

For more information on submitting supporting documents, go to page 100 of the CAO Handbook. If supplying documents by post our postal address is CAO, Tower House, Eglinton Street, Galway, Ireland.

You **must retain original copies** of your transcripts or certificates as you may be required to present these to HEIs in advance of registration. Failure to present the required documents upon request of a HEI may result in a HEI withdrawing an offer of a place or declining to register you as a student.

What happens if I send an incorrect document or forget to send a document?

When we are in receipt of your supporting documents, these will be checked against the information you have provided in your online application. **If documents are not supplied to support your application then the results you have entered will not be considered for assessment purposes.**

You, the applicant, are responsible for sending the correct documents.



What information is required in relation to current year examinations?

Under the table headed **GCE/GCSE examinations TO BE TAKEN**: you must provide the Exam Board, Centre Number, Candidate Number, Subject(s) and Level in the spaces provided.



What happens when I get my summer 2025 examination results?

We expect to collect the results of summer 2025 '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. When the examination results are released in August we will send you an email with instructions to check 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 sent to CAO without delay. Applicants completing A levels outside of the UK are advised to make arrangements to send results to CAO as soon as they are available. CAO cannot guarantee that we will have access to these results.

NOTES: Boards other than CCEA, CAIE (Cambridge), AQA, Pearson (Edexcel), OCR, WJEC, EDUQAS must be entered under Other School Leaving Examinations.

Candidates for current year Cambridge Pre-U and Extended Project Qualifications are required to enter the board, centre and candidate numbers under GCE/GCSE. Certified photocopies of these qualifications should be posted to CAO once they are available. Prior year Cambridge Pre-U should be recorded under Other School Leaving Examinations (box 4).

For more information on qualifications and assessments for GCE applicants visit cao.ie/gce



NOTE: we will contact applicants by email. When we send emails we send them to the email address registered on your CAO application. Please ensure you monitor this email address for messages from CAO. Failure to do so may have serious consequences.

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