



Candidate Self-service Portal

Summary & Advice



Link to the Portal will be issued by SEC. We will share it with parents/guardians and students.

Initial Access to Portal.

- Opens on Wednesday March 10th at noon.
- Closes at 6pm on Tuesday March 16th.

What must you do?

- Create and verify your account. You will need;
 - Your Examination Number.
 - Your PPS Number.
 - An email address.
 - Your Mobile Phone Number.



Once you log in.

- Check your details are correct;
 - Name
 - Date of Birth etc
- Check your subjects. The Portal will be pre-populated with your subjects.
- Check and amend your levels. The default level for you will be Higher Level. You need to ensure you are entered at the correct level.
- Add subjects you are studying outside of school – substantial evidence required - or withdraw from subjects you are no longer studying.
- Indicate whether you want to take the traditional examination, receive SEC Accredited Grades, or both.





The level selected in this window will be final and is the level at which you will receive your Accredited Grade in each subject.

Second Window to Access to Portal.

- Opens in late April/early May.
- Confirmation of dates to follow.

What can you do in this window?

- Change your levels*.
- Withdraw intention to sit an exam.

What can you not do in this window?

- You can not enter for an exam.

VERY IMPORTANT CLARIFICATION

You can, if sitting an exam in June, change from the level indicated at the close of the second Candidate Self-Service Portal window to a different level.

The result of this is an Accredited Grade at one level and a traditional exam result at another level.



What happens after May 14th?

When we have concrete details of numbers and names of students sitting exams we will put a system in place to manage student needs.

This will require the support of parents and students to ensure it does not impact on the day-to-day operation of the college for all other year groups.

