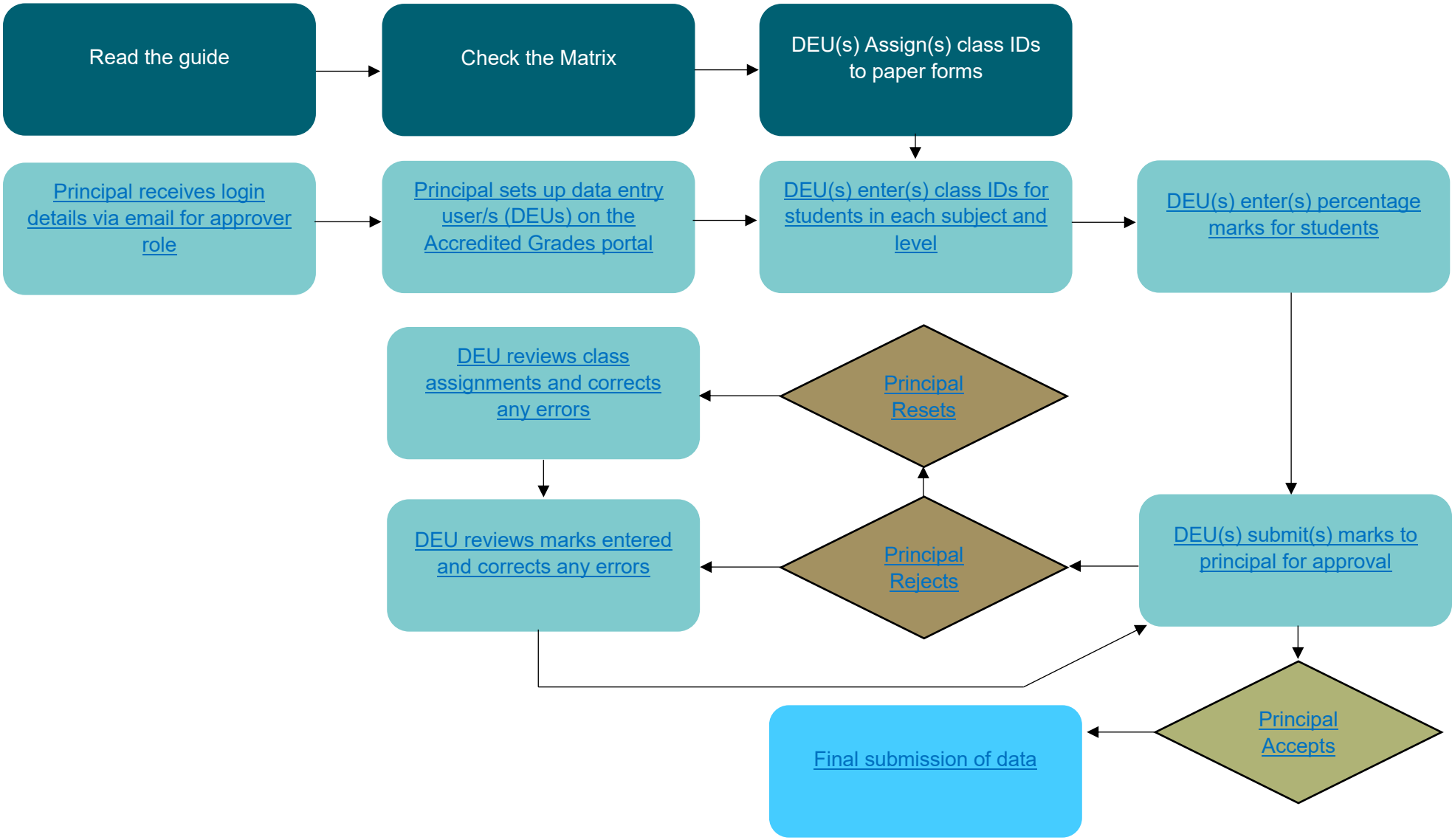
Rialtas na hÉireann
Government of Ireland

Accredited Grades Data Entry Guide

For Data Users and Approvers

May 2021

Accredited Grades Data Entry System Overview



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Part 1 – Before you Begin

1.1 Introduction

The purpose of this guide is to assist schools with the process of inputting and submitting estimated percentage marks for each of the students in the Leaving Certificate and Leaving Certificate Applied (LCA) classes 2021. The procedures for recording data in the application are similar between Leaving Certificate and LCA but there are some differences to be aware of in relation to LCA, which are set out in Part 4.

The Accredited Grades Data Entry System has been created and built specifically for the Accredited Grades process 2021. This guide is for Data Entry Users and Approvers.

The data entry system will open at 9am on Friday, 28 May and will be open until 6pm on Thursday, 3 June. It is essential that all schools and centres of education complete the data entry process on or before Thursday, 3 June.

The system of Accredited Grades depends entirely on the quality of the data gathered by schools and the accuracy with which these data are recorded. You are required to take your time in relation to this process in order that the data collated through this process accurately reflects the data on the forms. **Any errors made at this stage will have an impact on the Accredited Grades that students receive**.

1.2 User Types and Setup

There are two user roles required to enter, approve and submit estimated percentage marks.

- Data Entry User(s) – typically the Leaving Certificate Aide
- Approver – typically the principal

School principals will receive an email with login details for the system for their Approver role. The principal will then be able to create account(s) for data entry user(s) in their school. More than one Data Entry User can be set up on the system.

The role for each user is explained in detail further in this guide.

If you have any issues accessing the Accredited Grades portal you should contact the helpdesk on 057-9324461 (select option 2).

1.3 Supporting Documentation

As indicated in the *Guide for Schools on Providing Estimated Percentage Marks*, and *Leaving Certificate Applied 2021 - Guide for Schools on Providing Estimated Percentage Marks* teachers will have completed Forms A and B and the subject alignment process in advance of the data entry process.

Principals will have completed Forms OOS 8 and OOS 9 for subjects studied outside of school (where appropriate). These documents can be found in the *Guide for Schools and Students on Implementing the Accredited Grades Process for Out-of-School Subjects and Out-of-School Learners*.

Form A:	Estimated Percentage Mark form for recording each student's estimated mark
Form B:	Class Estimated Marks Verification
Form OOS 8:	School provision of an estimated mark for Out-of-School Subjects and Out-of-School Learners
Form OOS 9:	Out-of-School learners and out-of-school subjects for which the school cannot provide and estimated mark

School Matrix: You have been provided with a school matrix from the State Examinations Commission. The matrix is a list of students and their levels registered to sit the Leaving Certificate examination in your school.

For more information on the above documentation, please go to *Leaving Certificate 2021 – Guide for Schools on Providing Estimated Percentage Marks* and *Guide for Schools and Students on Implementing the Accredited Grades Process for Out-of-School Subjects and Out-of-School Learners*.

Part 2 – The Role of the Data Entry User

The following is a summary of the role of the Data Entry User (DEU):

Step 1: Paperwork

- Receive and check the relevant documentation – Matrix, Forms A, Forms B, Forms OOS 8 and Forms OOS 9
- Assign Class IDs to the Forms B, OOS 8 and OOS 9

Step 2: Entering results on the data entry system

- Ensure that each student is correctly entered on the Accredited Grades Data Entry System
- Enter the relevant Class IDs on the application
- Enter the estimated percentage marks as set out in Form B
- Enter the estimated percentage marks for each Form OOS 8
- Enter a percentage mark of 0 for each Form OOS 9
- Ensure that all data entered are correct and submit data for approval. The process is described in detail in the following section:

2.1 Checking Documentation

The principal will provide you with Forms A and Forms B for every Leaving Certificate and Leaving Certificate Applied class for each subject at each level in your school. You may also receive a number of Forms OOS8 and/or Forms OOS9 from the principal.

You must ensure that each form is fully completed and signed by the appropriate person in advance of entering any data on the Accredited Grades Data Entry System. If there are any anomalies, you must inform the principal immediately who will ensure that this is rectified.

Data should only be entered from Form B and OOS 8 and OOS 9 onto the AG Data Entry System with Forms A used **only** for reference.

2.2 Assigning a Class ID to Forms B, OOS 8 and OOS 9 in advance of logging in

2.2.1 Assigning Class IDs

For the Accredited Grades model to work, we need to know which class group within a subject and level each student belongs to. Before logging in to the data

entry application it is very important that you assign a Class ID to each class and write it on the relevant Form B, OOS 8 and OOS 9. Assigning students to classes will be one of the first tasks to be done when you log in. You will be much less likely to make a mistake if you have associated a Class ID with each relevant form in advance. Forms OOS 8 and OOS 9 are treated as particular classes i.e. each student for whom there is a form OOS 8 or OOS 9 should be placed in a class on their own.

A Class ID **must** be assigned to each Form B, OOS 8 and OOS 9. The format of the Class ID for every Form must be two characters, consisting of one letter followed by one digit **or** one letter. For example, relevant class IDs include A1, B2, CH, DD.

- In the case of Forms B, only letters in the range from A to R should be used as the first character.
- In the case of Forms OOS 8, only the letters U, V or W should be used as the first character.
- In the case of Forms OOS 9, only the letters X, Y or Z should be used as the first character.

Once you have a Class ID assigned to each class group, you should write the Class ID in the space provided on the top of Form B. In the case of OOS 8 and OOS 9 the Class ID should be entered on the form beside the School

Example for Form B

Class	**Irish Higher**	**Maths Foundation**	**Accounting Ordinary**	**English and Communication (LCA) Common**	**LCVP**
Class 1	A1	A1	A1	A1	A1
Class 2	A2	A2	A2	A2	A2
Class 3	A3				
Class 4	A4				
Class 5	A5				
Class 6	A6				

Alternative example for Form B

Class	**Irish Higher**	**Maths Foundation**	**Accounting Ordinary**	**English and Communication (LCA) Common**	**LCVP**
Class 1	AA	BB	CC	DD	EE
Class 2	AB	BC	CD	DE	EF
Class 3	AC				
Class 4	AD				
Class 5	AE				
Class 6	AF				

As you can see from the examples, the Class ID only needs to be unique within the subject level.

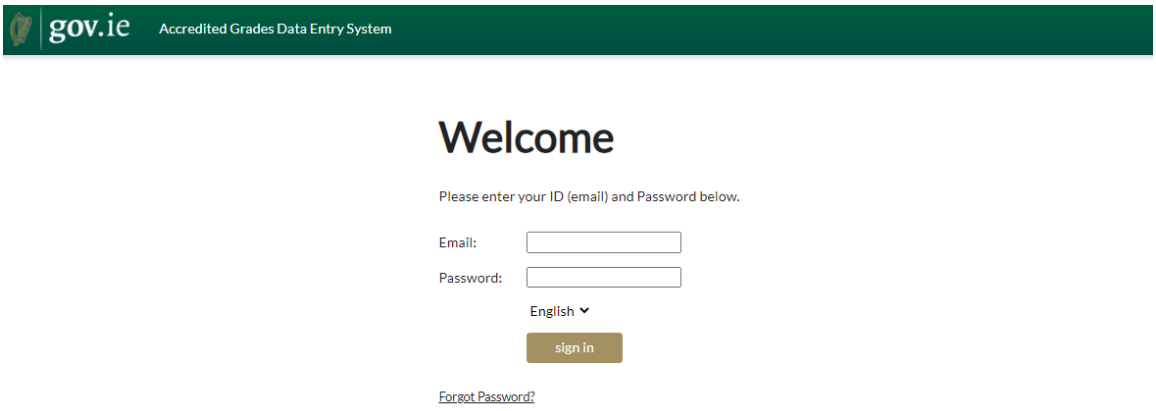
Examples for Forms OOS 8 and Forms OOS 9

Studying outside of school but school can provide an estimated mark (OOS8)				Studying outside of school and school cannot provide an estimated mark (OOS9)			
Student 1 German (HL)	Student 2 German (HL)	Student 3 Applied Maths (HL)	Student 4 Applied Maths (OL)	Student 5 Greek (OL)	Student 6 Greek (OL)	Student 7 Biology (HL)	Student 8 Spanish (HL)
U1	U2	V1	V1	X1	Y1	Z1	X1

Note that the two Applied Maths students could be given the same Class ID. This is because the class ID only needs to be unique within the particular subject level. Of course, they could also have been given different class IDs, as long as the first letter of the ID is restricted to U, V or W for Forms OOS 8 and X, Y or Z for Forms OOS 9.

2.2.2 Data Entry User Setup[1]

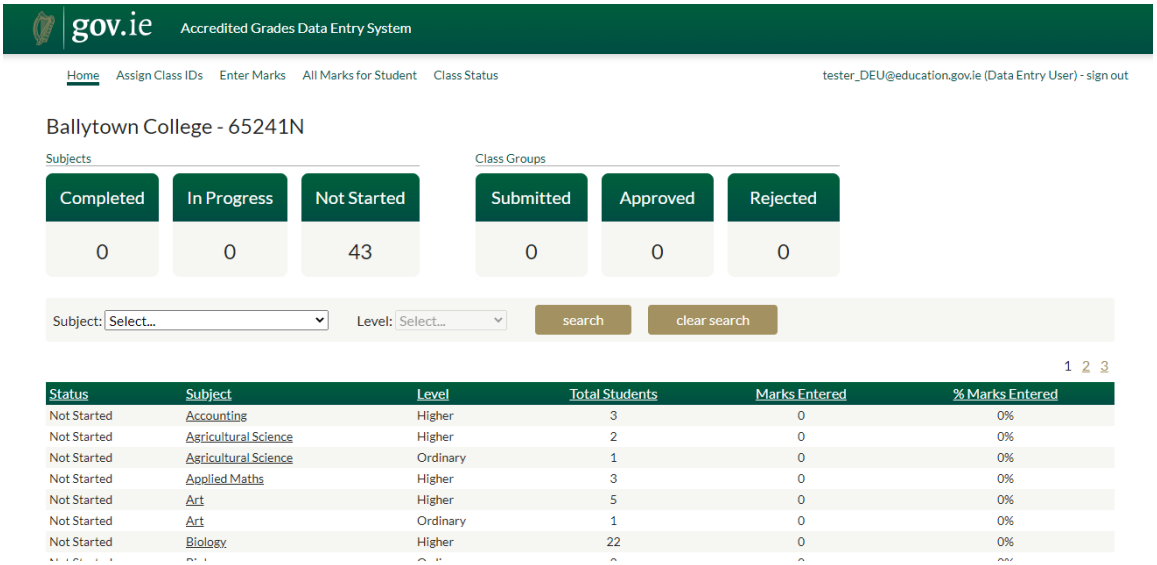
Your principal will have the ability to set you up as a Data Entry User on the Accredited Grades Data Entry System. In order to do this, your principal will need your email address and your mobile phone number. You will receive an email with your login credentials. When you click on the link in the email, it will take you to the following login screen:



You then proceed to enter your email address and the temporary password provided in the email. When you log into the system, you will be prompted to change your password and you should then log in using the new password. You will then receive a six-digit code to your mobile phone which you will be prompted to enter on the screen.

Once you are logged in to the Accredited Grades platform, all of the subjects and levels for your school will be listed on the home screen:

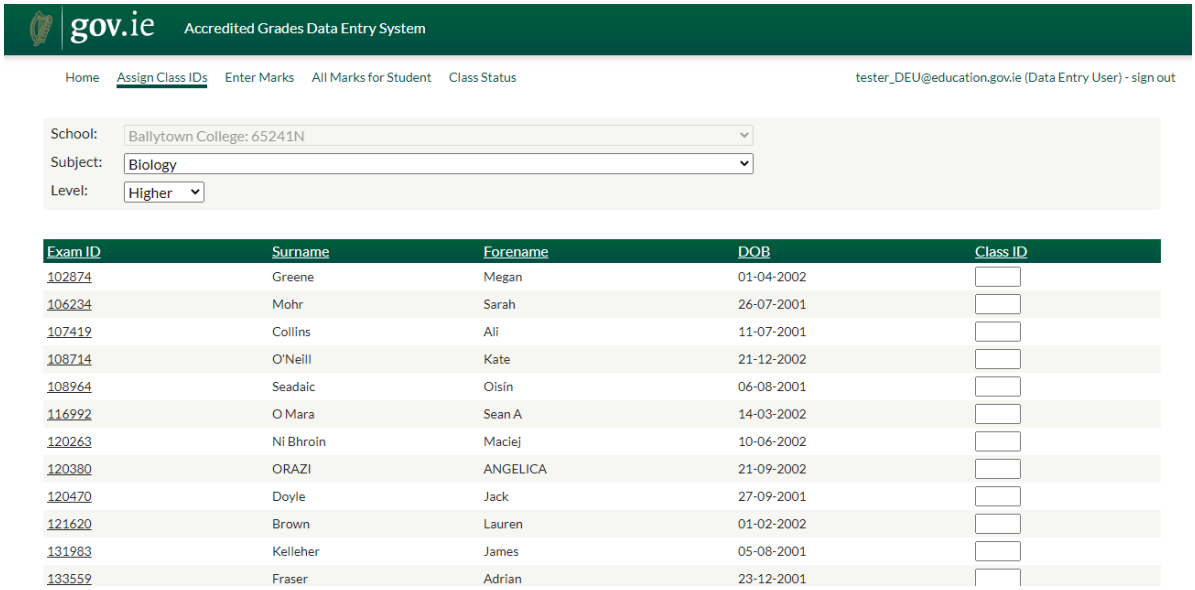
[1] For optimal system performance is it recommended that you use either Microsoft Edge or Google Chrome as your internet browser when using the Accredited Grades Data Entry System



2.3 Entering Data onto the Accredited Grades Data Entry System

2.3.1 Entering Class IDs from Forms B, OOS8 and OOS9

When you click on a particular subject and level, all students for that subject and level will initially be presented together on the screen. For example, all higher-level biology students in the school will be listed together:



The first task you must carry out is to make sure that there are no unresolved discrepancies between any of the student levels as displayed on this screen and the levels according to the the information recorded on the Forms B, OOS 8 and OOS 9. This check should be undertaken for every subject and every level. **If there are any students not on the application, you must contact the helpdesk before proceeding.**

In many cases, the students presented for a particular subject level will be in different class groups. Therefore, the next step is to enter the appropriate Class IDs for each distinct class group within each subject level, as on the Forms B and/or Forms OOS8 and/or Forms OOS9, as in the screenshot below:

Exam ID	Surname	Forename	DOB	Class ID
102874	Greene	Megan	01-04-2002	A1
106234	Mohr	Sarah	26-07-2001	A1
107419	Collins	Ali	11-07-2001	A1
108714	O'Neill	Kate	21-12-2002	A2
108964	Seadaic	Oisín	06-08-2001	A1
116992	O Mara	Sean A	14-03-2002	A2
120263	Ni Bhroin	Maciej	10-06-2002	A2
120380	ORAZI	ANGELICA	21-09-2002	UI
120470	Doyle	Jack	27-09-2001	U2
121620	Brown	Lauren	01-02-2002	A1
131983	Kelleher	James	05-08-2001	A2
133559	Fraser	Adrian	23-12-2001	A2
136390	Harteveld	Emma Louise	22-07-2001	A2
136806	Scannell	Dylan	21-03-2002	A1
141422	Hickey	Rachel	03-08-2001	X1
145105	Brady	Tori	01-09-2001	A1
146831	Craven	Jason	30-07-2002	A2
147667	Wilson	Emma	18-10-2001	A2
150833	Masterson	Dónal Mac	07-08-2001	A1
156815	Kealy	Ellie	23-04-2001	A2
156825	Minnock	Bethany	06-01-2002	A2
180495	CONDELL	Jade	08-06-2001	A1

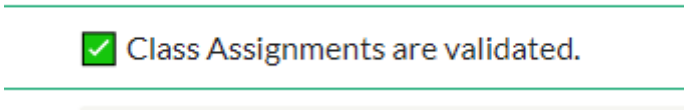
Validate

PDF

In the example above for Biology, you can see that there are two classes in the school, which have been assigned the class IDs A1 and A2. You can also see that two students are studying the subject outside of school and the school can provide them with a mark (U1 and U2). Another student is studying the subject outside of the school but the school is unable to provide them with a mark (X1).

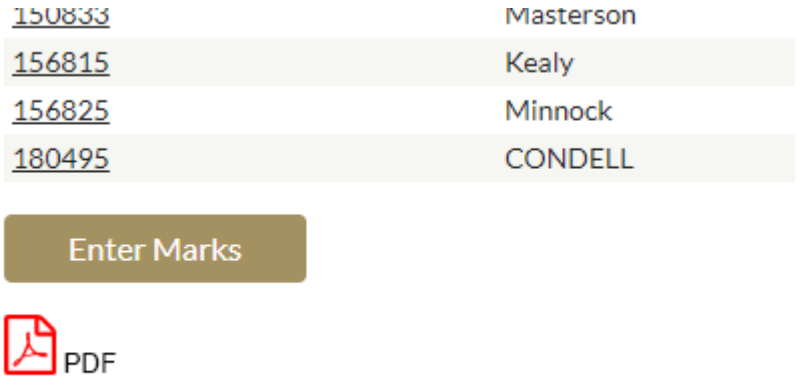
Before validating, you should generate and print a pdf of the class assignments by clicking on the pdf icon. You should compare the output to the relevant Forms B, OOS8 or OOS9.

Once you are satisfied that all of the class IDs have been entered accurately, you should click 'Validate' at the bottom of the screen. If all is in order, the following message will appear at the top of the screen.

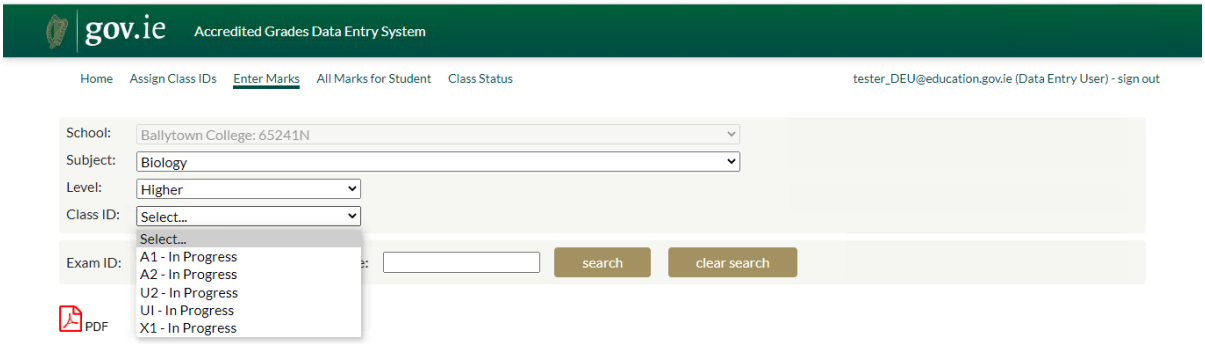


2.3.2 Entering marks from Forms B, OOS 8 and OOS 9

Once the class assignments have been validated, the option to enter marks will appear at the bottom of the screen:

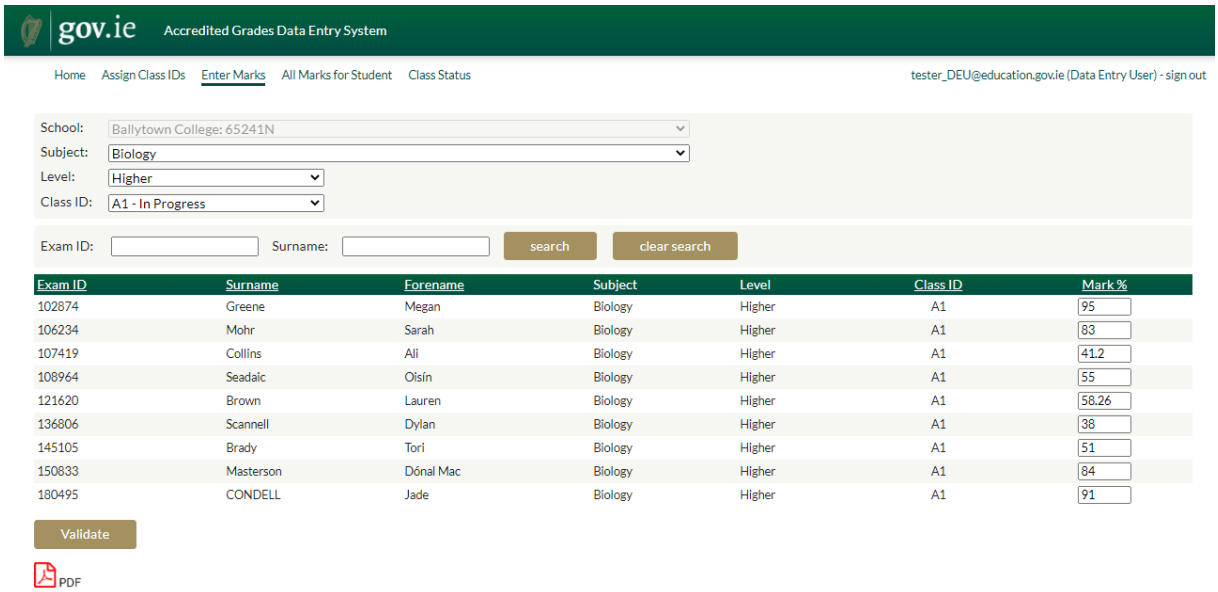


This will take you to the marks entry screen from which you will have the option to enter marks for each of the classes you have just created:



Select an 'In Progress' class and proceed to enter marks for that class. In the case of students assigned to a Class ID starting with X, Y or Z, a mark of 0 must be entered.

Here we show the marks entry screen for Class ID A1:



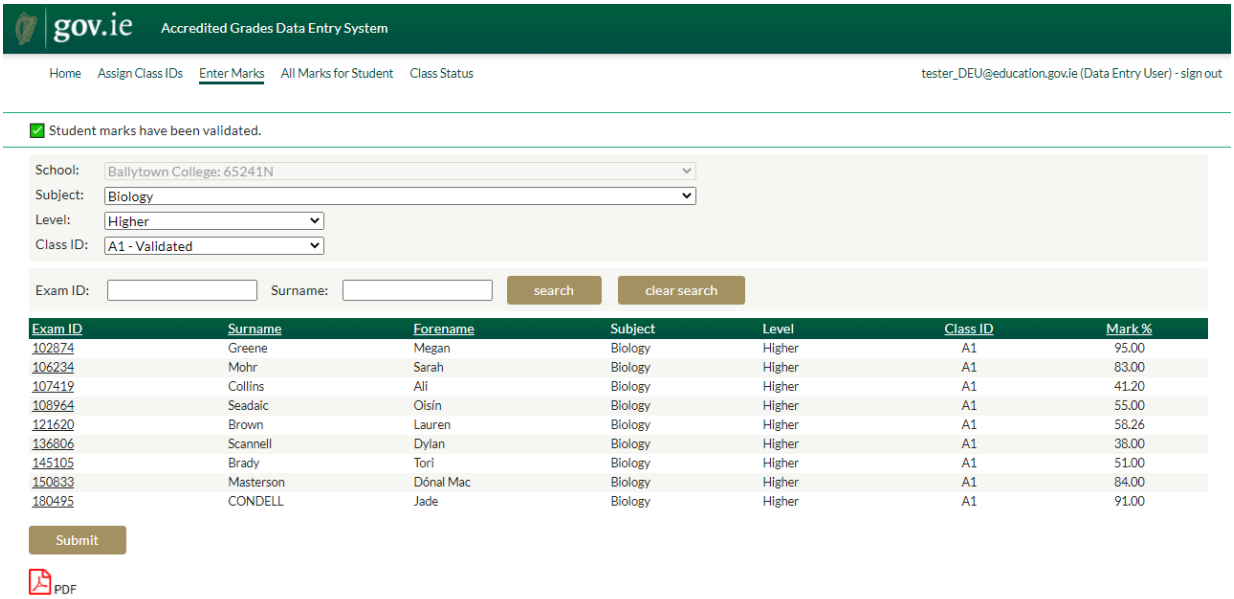
Note:

- Marks must be between 0 and 100
- Marks can have up to two digits after the decimal point
- No two students in the same class can be assigned the same mark

It is also worth noting that the example of 58.26 in the screenshot is unlikely to arise in reality. A data set of e.g. 58, 58.25, 58.5, 58.75 and 59 is more likely in a scenario where the expected performance of each member of a sub-group of students is very similar.

Before validating, you should generate and print a pdf of the class percentage marks by clicking on the pdf icon. You should compare the output to the relevant Forms B, OOS 8 or OOS 9.

Once you are satisfied that you have entered the marks accurately, you should click 'Validate' at the bottom of the screen. If you have made an error, e.g. you have entered the same mark for two students, you will receive an error message and the duplicate marks will be highlighted on the screen for correction. If all is in order, following the rectification of the error, you will be taken to the following screen which verifies that the marks have been validated and has the option to submit the marks to the principal for approval:



Exam ID	Surname	Forename	Subject	Level	Class ID	Mark %
102874	Greene	Megan	Biology	Higher	A1	95.00
106234	Mohr	Sarah	Biology	Higher	A1	83.00
107419	Collins	Ali	Biology	Higher	A1	41.20
108964	Seadaic	Oisín	Biology	Higher	A1	55.00
121620	Brown	Lauren	Biology	Higher	A1	58.26
136806	Scannell	Dylan	Biology	Higher	A1	38.00
145105	Brady	Tori	Biology	Higher	A1	51.00
150833	Masterson	Dónal Mac	Biology	Higher	A1	84.00
180495	CONDELL	Jade	Biology	Higher	A1	91.00

2.3.3 Submitting data for approval

In order to finalise the data entry process for this class, you should click 'Submit' at the bottom of the screen. A final pdf should then be generated, printed and attached to the relevant Form B, OOS 8 or OOS 9.

Note: If for any reason the Approver does not agree that the correct data has been entered, they can choose to reject or reset the data submitted by you.

2.3.4 What to do if the approver rejects or resets the data submitted for a class

If the Approver **rejects** the data, the **percentage marks** for the specific subject and level will be returned for review and updating as appropriate. Once updated, the data should be re-submitted through the data entry system for approval.

If the Approver **resets** the data, the DEU will have the ability to re-assign **class IDs** to students **and** to re-enter marks. Once updated, the data should be re-submitted through the data entry system for approval.

If a change in the estimated percentage mark is needed on Form B or OOS 8, the DEU should be provided with an updated form from the Principal. As the subject alignment process will have been completed and all appropriate checking of the estimated percentage marks will have happened before the forms were handed

over to the DEU in the first instance, any change at this stage in the process should only be happening in exceptional circumstances.

Once complete, the DEU should return the Forms A, B, OOS 8 and OOS 9 to the Approver. They will need these forms to carry out the approver role.

If you make an error, please alert the Approver immediately, so that they can reject or reset the data, which will cause it to be referred back to you for review and correction.

Part 3 – The Role of the Approver

The role of the Approver is to:

- Ensure that they receive the relevant documentation from the Data Entry User(s)
- Ensure that each student's percentage mark is correctly entered on the Accredited Grades Data Entry System as per the Form B
- Ensure that a percentage mark has been entered for each student and subject for which there is a Form OOS 8
- Ensure that a percentage mark of 0 has been entered for each student and subject for which there is a Form OOS 9
- Approve, reject or reset the data as appropriate
- Submit the data – data for all students in the school (i.e. for all subjects, levels and classes) must be input and approved before the final data set can be submitted. The deadline for this submission is 3 June 2021.

3.1 Checking Documentation

As approver, you should ensure that the Data Entry User(s) provide(s) you with the Forms A, B, OOS 8 and OOS 9 for checking once data has been entered on the Accredited Grades Data Entry System.

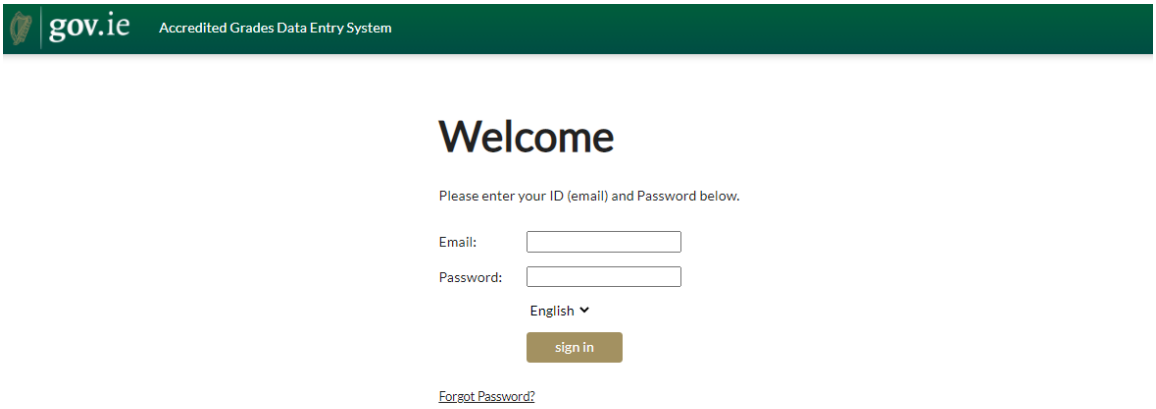
3.2 Accredited Grades Data Entry System

3.2.1 Accessing the Accredited Grades Data Entry System

The Accredited Grades Data Entry System has been developed specifically for the gathering of Accredited Grades data.

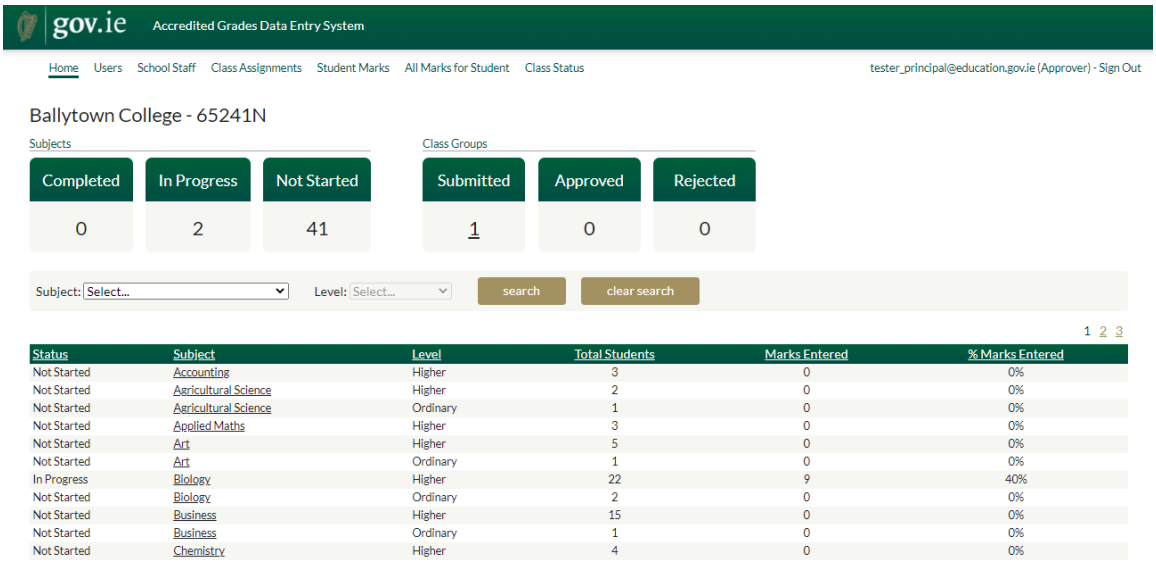
As principal, you can access the application through a link that will be sent to you via email with your login details.

When you click on the link in the email, it will take you to the following login screen:



You then proceed to enter your email address and the temporary password provided in the email. You will be prompted to change your password and to log in using the new password. You will then receive a six-digit code to your mobile phone which you will be prompted to enter on the screen.

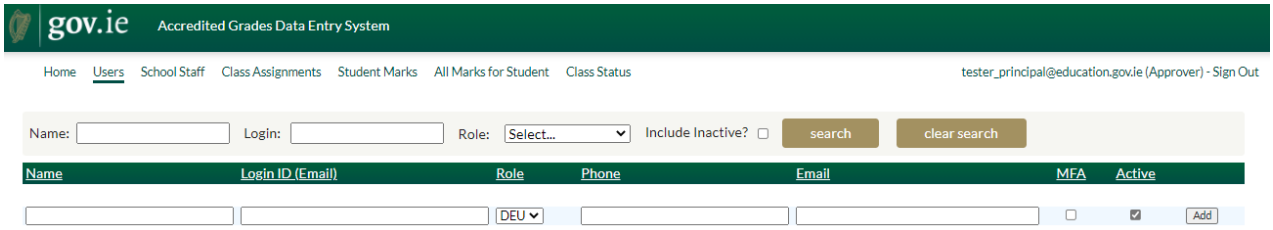
Once you are logged in to the Accredited Grades platform, all of the subjects and levels for your school will be listed on the home screen:



Status	Subject	Level	Total Students	Marks Entered	% Marks Entered
Not Started	Accounting	Higher	3	0	0%
Not Started	Agricultural Science	Higher	2	0	0%
Not Started	Agricultural Science	Ordinary	1	0	0%
Not Started	Applied Maths	Higher	3	0	0%
Not Started	Art	Higher	5	0	0%
Not Started	Art	Ordinary	1	0	0%
In Progress	Biology	Higher	22	9	40%
Not Started	Biology	Ordinary	2	0	0%
Not Started	Business	Higher	15	0	0%
Not Started	Business	Ordinary	1	0	0%
Not Started	Chemistry	Higher	4	0	0%

3.2.2 Setting up Data Entry Users (DEUs)

As Approver, you have the ability to set up multiple Data Entry Users (DEUs) for your school. In order to do this, click on the 'Users' tab at the top of the screen. This will take you to the following screen:



Using the boxes at the bottom of the page, enter details for the DEU as follows:

- Name: This field should contain an identifier for the DEU and can be the DEU's actual name.
- Login ID (Email): This should be the DEU's email address and will be the DEU's login ID.
- Role: The only option here is DEU.
- Phone: This is required for multi-factor authentication and should be the DEU's mobile phone number in the format **+353871234567**. You should seek permission from the DEU(s) before using their mobile phone number.
- Email: This should be the DEU's email address. Entering the email address here triggers the sending of login details to the DEU.

In order to enable multi-factor authentication, you should tick the MFA box and then click 'Add'.

It is mandatory that MFA be enabled because it makes the system more secure.

Phone numbers must be entered with their full international prefix, for example +353871234567. They must **not** be entered as 0871234567.

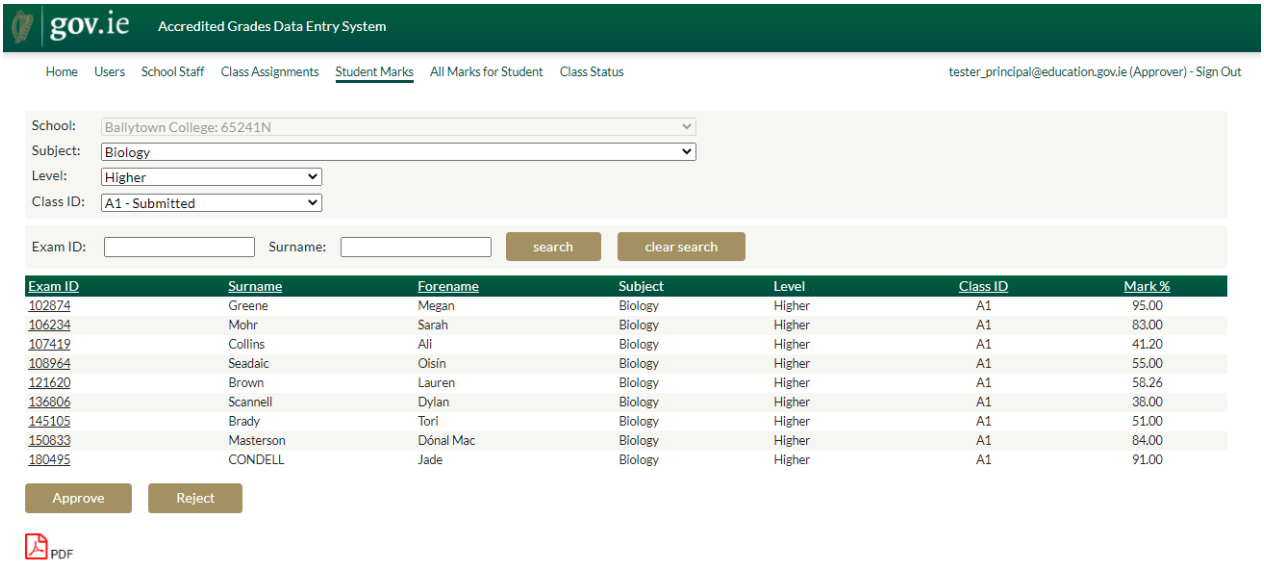
Email addresses should be verified as being correct before adding the user to the system by sending a test email in order to verify that the email is correct.

Please take particular care when entering the DEU's phone number and email address. If these are entered incorrectly, the DEU will not be able to access the system.

Once you have set up one DEU, there will be the option to set up additional DEUs.

3.2.3 Approving/Rejecting/Resetting classes

On the Home screen, as approver, you will be able to see the percentage progress in the inputting of marks for the various subjects. In order to access a class for approval, you should go to the 'Student Marks' page and select the relevant subject, level and Class ID.



Exam ID	Surname	Forename	Subject	Level	Class ID	Mark %
102874	Greene	Megan	Biology	Higher	A1	95.00
106234	Mohr	Sarah	Biology	Higher	A1	83.00
107419	Collins	Ali	Biology	Higher	A1	41.20
108964	Seadaic	Oisín	Biology	Higher	A1	55.00
121620	Brown	Lauren	Biology	Higher	A1	58.26
136806	Scannell	Dylan	Biology	Higher	A1	38.00
145105	Brady	Tori	Biology	Higher	A1	51.00
150833	Masterson	Dónal Mac	Biology	Higher	A1	84.00
180495	CONDELL	Jade	Biology	Higher	A1	91.00

Before approving each class, you should

- Print the output by clicking on the PDF button
- Compare the data on Forms B, Forms OOS 8 and Forms OOS 9 to the PDF file

Approving a class

Once you are sure that the data are correct, you should click 'Approve'. You should only approve if you are sure that there are no further changes to make. You should repeat this process for each subject and level in turn.

Rejecting a class

If you establish that the **percentage marks** entered are not correct for a particular class, you can **'Reject'** the data. The percentage marks for that subject and level will be returned to the DEU for review and editing as appropriate.

Resetting a class

If you establish that a student or students have been assigned to an **incorrect class**, you can **'Reset'** the data. In order to do this, you must complete the following steps:

- Firstly, you must 'Reject' the data.
- You then go to the 'Class Assignments' page and navigate to the relevant subject and level using the drop down options
- Select 'Reset' at the bottom of the screen

The DEU will now be able to re-assign Class IDs to this subject and level.

If you reject or reset the data due to an error on Forms B, OOS 8 or OOS 9, you should return the amended / new paperwork to the DEU to allow them to enter the relevant information from a fully correct copy of the form(s). Once the DEU has re-entered the data, it will be re-submitted to you for approval.

When you have approved the data for a particular class, you should use the pdf option to generate and print a pdf of the data and attach it to the relevant Form B, OOS 8 or OOS 9. Apart from the ones that you have signed and attached to Forms B, OOS 8, or OOS 9, any PDF print outs used by you for checking data should be disposed of securely at this point.

Note: Once approved, there will be no further chance to make amendments to the percentage marks for that class.

3.2.4 Final Submission of Data

Following the approval of all percentage marks for all subjects and levels, you will be presented with a new option to allow you to submit all data. You will find this at the bottom of the Home page.

It is at this stage that you need to ensure that you have printed the full and final data set approved by you before you submit. In order to do this, you should:

- Go to the Class Status tab
- Click on each Subject and Level
- Filter by each class
- Generate and Print the PDF file (if you haven't done so already)
- Sign and date each PDF file
- Retain these PDF files along with Forms A, B, OOS 8 and OOS 9. These records will be needed for the Appeals and Quality Assurance Processes.

The SEC will provide further information to schools and centres in relation to the period for which the records should be retained.

3.3 Sign-off

When all the data are submitted, you are required to complete the Sign-off declaration – See Appendix – and retain it with all other documentation.

Part 4 – Leaving Certificate Applied (LCA)

Apart from some minor modifications, the same procedures apply to Leaving Certificate Applied as to Leaving Certificate. If you have any questions, the LCA co-ordinator should assist in the process.

4.1 Class ID

As with Leaving Certificate, there will need to be two characters for each Class ID, e.g. A1, B2, CH, DD.

4.2 Percentage Marks

Only the percentage marks for each student on the Form B can be entered. Credits cannot be entered and are not relevant to this process.

In general, the same mark cannot be entered for two students in the same class. There is one exception to this rule and it relates to the following four subjects:

- 815 Social Education
- 816 Sign Language
- 830 Mathematical Applications
- 849 Information & Communication Technology[2]

These subjects are assessed by written paper only. In the case where the teacher judges that the expected performance of more than one student on the written paper is 80% or above, the scaling factor of 1.25 will result in such students receiving a mark of 100%. As this could happen for more than one student, the system will allow more than one student to receive a percentage mark of 100.

[2] Due to the integrated nature of the examination, the practical and theory elements will not be separated out for distinct treatment and the scaling of 1.25 will be applied to ICT

4.3 Student not on Accredited Grades Data Entry System

If there are any students not on the system, you must contact the Helpdesk before proceeding.

Part 5 – Quality Assurance

Please ensure that you have retained all paperwork in a safe place. The SEC may carry out a number of checks as part of a quality assurance process. To facilitate this, the SEC will contact a randomly selected number of schools to request a copy of all paperwork for a class, subject or the whole school to check.

Part 6 – Helpdesk and Support

The Accredited Grades Helpdesk is available from **10:00am to 5:00pm**, Monday to Friday to assist with any issues or queries you may have in relation to the Accredited Grades Data Entry System, bearing in mind that due to COVID-19 Health and Safety restrictions our offices are not staffed to capacity as we continue to follow public health guidelines by working from home where possible.

Contact Details

Email	LcagUserSetup@education.gov.ie
Phone	0579324461 (select option 2)

Rialtas na hÉireann
Government of Ireland

Appendix – Principal Sign-off Form

Accredited Grades Data Entry System

Principal's Sign-off (BLOCK CAPITALS)

School Roll Number:
School Name and Address:

I confirm that:

- the estimated percentage marks that I have submitted for my school are in accordance with the guidance set out by the *Guide for Schools on Providing Estimated Percentage Marks*.
- the draft copies of documentation have been securely disposed of
- the full and final records including Forms A, B, OOS 8 and OOS 9 and signed final PDF files are stored securely, for retention by the State Examinations Commission, if required for Appeals or Quality Assurance Processes.

Signature of principal _____

Date _____