

We will use an example to calculate a points score, including bonus points for Higher Level Mathematics:

An applicant has the following seven results in 2017

Subject	Level	Grade	Score
Irish	Higher	H2	88
English	Ordinary	O2	46
Maths	Higher	H5	56 +25= 81
French	Higher	H6	46
Biology	Higher	H3	77
Geography	Ordinary	O3	37
History	Higher	H5	56
Add the best six scores, shown in bold.			Points =
			394

Table 1.9 Example of a points score calculation

After the points have been calculated, applicants are placed on a list in order of merit for each course for which they are eligible. For example, if you have the highest points score you go to the top of the list and the applicant with the second-highest points score goes second on the list, and so on.

The HEIs then instruct CAO on how many offers to make for each course. If you are in 20th position for a chosen course, and the institution instructs CAO to offer 25 places, then you will receive an offer of a place on that course unless you have received an offer of a course higher up on your preference list. You will not be offered a lower preference course if you receive an offer of a course higher up on your preference list.

For some courses **random number** selection may also be a factor. Before applicants are placed on the Order of Merit lists for courses they are assigned a random number for each course choice. If there are five applicants with an identical points score competing for one remaining place, random number selection applies and the place will be offered to the applicant with the highest random number.

If an applicant is not deemed eligible for an offer in the first round of offers they may receive an offer in subsequent rounds.

Please Note: NCAD does not award points for Leaving Certificate or other examinations in the case of their restricted courses. Consult NCAD literature for details.

Applicants for undergraduate medicine courses should consult the Student Resources section of the CAO website and click on the Entry to Medicine tab.

All HEIs award points for results in Leaving Certificate Vocational Programme Link Modules, in place of a sixth Leaving Certificate subject. However, not all HEIs count LCVP as meeting eligibility requirements in regard to passing subjects. Applicants should refer to HEI literature for full details.

POINTS CALCULATION FOR OTHER EXAMINATIONS

For information about how points are calculated for QQI FET/FETAC qualifications, GCE Examinations (England, Wales and Northern Ireland) and guideline entry requirements for EU/EFTA please visit the Student Resources section of the CAO website www.cao.ie.

DEFERRING A PLACE

If you wish to defer an offer of a place you **do not accept your offer**. Instead, you must email or write to the Admissions Office of the appropriate HEI immediately. You must give your name as it appears on your CAO application, quote your CAO application number and the course code of the offer you wish to defer, and set out the reason(s) for the request. Applicants must mark "DEFERRED ENTRY" clearly on the envelope or in the subject line of the email. You can also check the website of the relevant HEI to see if they have a deferral policy available online that you can refer to.

The letter or email must arrive in the Admissions Office of the institution at least two days before the reply date shown on the Offer Notice. The HEI will communicate their decision to you directly. If the deferral is not granted you may then accept the offer for the current year providing you accept the offer by the reply date.

You must send all communications about deferrals to the appropriate Admissions Office **and not to CAO**.

TAKING UP A DEFERRAL

In order to take up a deferred place you must:

1. Re-apply through CAO in the succeeding year and pay the appropriate application fee. You must complete the application form in full and follow all of the instructions carefully;
2. Place the deferred course as your first and only preference on the application form;
3. Indicate your deferral by ticking the deferred place indicator box on your application.

It is important to read the letter granting you the deferred place for further instructions. You will breach the conditions of your deferred place if you enter more than the single deferred course code on your application. In that event, you will forfeit the guaranteed place and enter the competition for places in the normal way.

When reapplying in the succeeding year, you must complete an application fully. In other words you must include again any personal information and documentation, etc., which you provided with the original application (unless instructed otherwise by the institution offering the place).

AVAILABLE PLACES

Available places are places that remain unfilled in particular courses after all offers have been made and waiting lists have been exhausted. When considering applying for Available Places courses, applicants should ignore previously published points in earlier offer rounds. Applicants must, however, check that they meet the normal **minimum entry requirements** for the course(s) in question.

Available Places courses are advertised on the CAO website for part of July and after Round One offers are issued in August – go to www.cao.ie and click on the Available Places tab. This facility is open to new and existing applicants. For more information on the Available Places facility visit the CAO website www.cao.ie.

THE LEAVING CERTIFICATE RECHECK PROCESS

If you have requested to appeal some of your Leaving Certificate examinations, and if your results are upgraded on appeal, your position on the Order of Merit list will be altered to reflect your new points score.

If you are deemed entitled to a place on a course based on your upgraded Leaving Certificate results, you will receive an offer – if all of the places for that course have already been allocated, you will receive a deferral of the offer for the following academic year. The decision to offer a place is made by the HEI in question and not the CAO.