FSSU
Financial Support
Services Unit

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Financial Guideline 2017/2018 – 21

Community & Comprehensive and Voluntary Secondary Schools

State Examination Payments

Payment Arrangements for School Appointed Superintendents, Examinations Aides and Art Models at the 2018 Certificate Examinations

The State Examinations Commission (SEC) will refund the costs of employment in respect of the following examinations positions:

1. School appointed examination superintendents for LCA, LCVP, Aural and Practical examinations and for superintendents of special centres under the scheme of reasonable accommodations (including those who also act as readers/scribes).

2. Examinations Aides

3. Art Models

Superintendents of special examination centres

All rates of pay have been increased by 1% in line with PSS agreement 2018-2020. We confirm that the change to the method of calculating payment of superintendents of special examination centres with the introduction of a session rate in place of a daily rate continues to apply.

Superintendents of special examination centres will be paid by reference to the number of examination sessions that they superintend. The special centre superintending rate is **€43.18** per session for SNAs and **€56.58** per session for non SNAs (i.e. a superintendent of a special centre who superintends two sessions in any day will continue to be paid the equivalent of the previous daily rate).

A session is regarded as a morning or an afternoon examination sitting. Aural tests are considered part of the examination session of the subject to which they relate and are not regarded as an examination session in their own right.

Special Needs Assistants appointed as Superintendents

Where the school has appointed a local Superintendent, in line with the Reasonable Accommodation Guidelines for Schools and Superintendents and that Superintendent is a Special Needs Assistant, specific payment arrangements are in place.
The Department of Education and Skills has an agreement with the trade union IMPACT, which represents SNAs, that in cases where an SNA is supporting a candidate in a special centre during the examinations and **also performing the duties associated with superintending of the special centre**, the agreed fee, as detailed in Appendix A, will be paid in respect of the superintending role.

The SEC recognises that all decisions with regard to the appointment of superintendents of special examination centres and other situations which require a locally appointed superintendent are matters for the school authority acting in the best interest of candidates.

Payment for School Appointed Superintendents, Examinations Aides and Art Models

1. Application of Tax, USC and PRSI

It is the responsibility of individual schools to administer tax, PRSI and USC for the above appointments and to pay over any monies deducted in respect of same to the Revenue Commissioners.

The appointment of superintendents and examination aides is covered under **Class J PRSI**. The rate **of employer PRSI under this class is 0.5%.** The SEC will refund to schools the employer PRSI at the appropriate rate in respect of superintendents and examination aides.

The above employees must be registered on ROS immediately and processed on the schools' computer payroll package.

2. Public Service Pension Related Deduction (PRD)

Earnings in respect of work conducted for, or on behalf of, the SEC are subject to the Public Service Pension Related Deduction **(PRD)** as provided for in the *Financial Emergency Measures in the Public Interest Act 2009.* The following section details how PRD should be applied by schools in respect of locally appointed superintendents and examinations aides. This section also provides details of how deductions in respect of PRD should be reported to the SEC. All employees must complete the **form in *Appendix B* before they commence employment.**

a. Determining Applicability of/Exemption from PRD

The *Emergency Measures in the Public Interest Act 2009* defines a person to whom the PRD applies as a person who
i. is a public servant, **and**,
ii. is a member of a public service pension scheme, **or**,
iii. is entitled to a benefit under a public service pension scheme, **or**,

iv. receives a payment in lieu of membership of a public service pension scheme

An individual appointed by a school as a superintendent or an examinations aide who meets any of the criteria above is subject to PRD.

Exemption. An individual who does not meet any of these criteria is considered exempt from PRD. Individuals wishing to claim an exemption from PRD should complete the exemption form as provided by the SEC. Completed forms are to be retained by the school for audit purposes. **They should not be returned to the SEC.** Payments to exempt individuals for examinations work may be made without applying PRD.

The SEC expects that a significant proportion of locally appointed examinations personnel, as serving SNAs and teachers, will be liable to PRD.

b. Determining the Rate(s) of PRD to Apply

If an individual appointed as a superintendent or examinations aide is subject to PRD, by reference to the criteria set out above, then the school must determine the rate of PRD to apply by reference to the individual's employment or pension status as follows:

• The school is the individual's main employer: if the individual is otherwise employed by the school (e.g., as a teacher, SNA, etc.) then the school should deduct PRD at the appropriate rate by reference to the aggregate earnings in the employment, including the earnings in respect of examinations work. The PRD rates are set out in the table below. **NB The individual is considered to be employed by the school even if the Department of Education and Skills is the paying agent.**

• The school is the individual's subsidiary employer: if the individual is only employed by the school for the purpose of the state examinations, then the school is required to deduct PRD, at a rate of **10.5%,** from all of their earnings in respect of examinations work.

• The individual is in receipt of a public service pension; the school should apply PRD to earnings in respect of their examinations work only by reference to the rates and thresholds set out in the table below.

The rates of PRD that apply to all public service income are as follows

€ Band	Rate
€0 - €28,750	0.00%
€28,750 - €60,000	10.00%
>€60,000	10.50%

The Financial Emergency Measures in the Public Interest Act 2009 which gives legal effect to the PRD states that employers who do not deduct the PRD as required will have any public sector grants due to them reduced by the amount of the PRD liability.

The SEC will reimburse schools for the employment of locally appointed examinations personnel net of PRD.

Claims for Payment

All claims for reimbursement of the cost of employing locally appointed examinations personnel **must be made on the appropriate forms and must be accompanied by signed receipts**. All schools are required to record the individual PRD amounts deducted from payments to school appointed superintendents and examinations aides on the relevant SEC claim forms. All claims for reimbursement must also be accompanied by the composite recording form OS 2018. This form facilitates the recording of all PRD deductions from such staff and will enable the SEC to make the necessary exchequer PRD returns.

The SEC will only accept claims for reimbursement on SEC forms of account, the use of non SEC forms will result in the entire claim being returned to the School. All claims for reimbursement must be signed by the recipient in the school and the school principal.

N.B. Claims that are completed incorrectly, inaccurately and /or unsigned will be returned in their entirety to the school. (*See appendix C below for notes on completing the form SP1 2018)*

Financial Support Services Unit.

29th May 2018

Appendix A

Leaving & Junior Certificate Examinations 2018

Rates of Payment for Superintendents, Examination Aides & Models

Superintendents		
Reasonable Accommodations: (Non-SNA Rate)	€56.58	per session
Reasonable Accommodations: (SNA Rate)	€43.18	per session
Practical Tests	€113.16	per day
L. C. V. P	€113.16	per day
L.C.V.P. Reasonable Accommodation (Non SNA)	€56.58	per session
L.C.V.P. Reasonable Accommodation (SNA)	€43.18	per session
Aural Exams Leaving/Junior Cert	€56.58	per session
Leaving Certificate Applied (For Gaeilge Chumarsáideach, & Languages (Year 1) Information Technology (Year 2)	€56.58	per session

Examination Aides	€137.40	Per day

Art Models (For Junior Certificate Art Drawing &Leaving Certificate Art Life Sketching)	€12.44	Per Session

TS/Trade Examinations	€14.76	Per hour

Appendix B

PUBLIC SERVICE PENSION RELATED DEDUCTION (PRD)

Please read the Circular S16/18 – *'Payment Arrangements for Locally Appointed Superintendents, Examinations Aides and Art Models at the 2018 Certificate Examinations'* prior to completing this form. Complete the form in block capitals with the exception of the signature fields. Complete Section A in all cases and Section B or C as appropriate. The School reserves the right to verify the information submitted.

SECTION A. PERSONAL DETAILS

First Name: ______________________________ Surname: ____________________________
(BLOCK CAPITALS) (BLOCK CAPITALS

PPSN							

Address: ____

____

Mobile Number: _______________________ Email: _____________________________________

SECTION B. CLAIM FOR EXEMPTION FROM PRD

I hereby claim exemption from PRD as outlined in Circular S16/18 – *'Payment Arrangements for Locally Appointed Superintendents, Examinations Aides and Art Models at the 2018Certificate Examinations'* as I declare that;

A. I am not employed in any other public service body (full-time, part-time or otherwise).
AND
B. I am not a member of a Public Service Pension Scheme.
NOR
Am I in receipt of a pension from a Public Service Pension Scheme
NOR
Have I opted out of a Public Service Pension Scheme
NOR
Do I receive payment in lieu of membership of a Public Service Pension Scheme

Signature:____________________________________ Date: __ / __ / ____

SECTION C: DESIGNATION OF SCHOOL AS EITHER MAIN OR SUBSIDIARY EMPLOYMENT FOR THE PURPOSES OF PRD

Having read and understood Circular S16/18 – *'Payment Arrangements for Locally Appointed Superintendents, Examinations Aides and Art Models at the 2018 Certificate Examinations'*, I hereby designate the following school _________________________________ as my
*____________________________ employment for the purposes of PRD.
*insert Main or Subsidiary as appropriate
I confirm that I am not in employment and am liable to PRD.

Signature:____________________________________ Date: __ / __ /

Appendix C

Notes for completion of Form SP1 2018

Superintendents of Special Centres

1. This form is to claim reimbursement of payments made to Superintendents of special centres during the state examinations in June.
2. Please note separate form must now be completed for each individual superintendent
3. All information requested must be supplied. The SP1 form will be returned if any information is not provided.
4. The Separate Centre number (issued by Reasonable Accommodation Section, SEC) must be provided. (Candidate number only for practicals).
5. Please insert the examination number of the candidate who is assigned to the special centre.
6. Please indicate whether the person is acting as a Reader/Superintendent/Scribe.
7. Form SP1 2018 to be completed for all special centres
8. Meeting Day for superintendents and candidates (where relevant) prior to June written exams, to take place on the Tuesday.
9. The rate applicable is per session (Please refer to Appendix A of Circular S16/18 and indicate whether SNA rate or Non SNA rate applies) prior to the start of the examinations only.
10. Please tick whether the session took place in the morning or afternoon or tick both if the full day applies (a tick in the AM/PM box will suffice. It is not necessary to fill in times).
11. The Total Amount is the session rate multiplied by the amount of sessions.
12. The Sub-Total is the total amount for each day added together.
13. Minus PRD (Nil can be inserted here if PRD does not apply). Please refer to Circular S16/18 Page 4 for PRD rates that apply to all Public Service Income.
14. EMPLOYER PRSI (Class J1) is then added to this figure to give the Total Amount due to the school in respect of that Superintendent.
15. The form must be then signed and dated by the superintendent/reader/scribe and they must confirm whether they are an Approved SNA or Non-SNA.
16. Finally, the declaration must be completed and signed by the Principal.

Appendix D

E.A.1 2018

EXAMINATIONS AIDE
SCHOOL REIMBURSEMENT FORM 2018

Name of School: ___________________________ School Roll No: _____________

1. TOTAL NUMBER OF CANDIDATES SITTING STATE EXAMINATIONS COMMISSION EXAMINATIONS IN **2018:** [ ]

2. NUMBER OF DAYS FOR WHICH REMUNERATION IS SOUGHT: [ ]

3. DATES FOR WHICH REIMBURSEMENT IS SOUGHT:

____

____

____

4. EXAMINATIONS AIDE NAME: ____

5. EXAMINATIONS AIDE P. P. S. NUMBER: ____________________________________

6. AMOUNT PAID TO EXAMINATIONS AIDE:

No. of Days ____@ daily rate of €137.40 = €

LESS PRD= €__________

= €

+ 0.5% PRSI = €__________

Total Pay = €

SIGNATURE: ____ DATE: _____________

SIGNATURE OF EXAMINATIONS AIDE (TO ACKNOWLEDGE RECEIPT)

Declaration

I certify I have paid the Revenue commissioners the appropriate PAYE, PRSI & USC.

I certify I have paid the Revenue Commissioners the employers PRSI of €_______.

I now claim a total refund of €_______ (which includes the Employer PRSI @ class J1)

I certify I have made Public Service Pension Related Deduction of €_______

Or

I certify that the Examination Aide named is Exempt from PRD [ ]

SIGNATURE OF PRINCIPAL: _____________________________ DATE: ______________

PLEASE ENSURE THAT ALL SECTIONS OF THIS FORM ARE COMPLETED IN FULL BEFORE SUBMITTING FOR PAYMEN

FSSU
Financial Support Services Unit

Teach Emmet, Baile an Mhuilinn, Baile Átha Cliath 14
Teil: 01 2690677 R-phost: info@fssu.ie

Treoirlíne Airgeadais 2017/2018 – 21

Pobalscoileanna & Scoileanna Cuimsitheacha & Meánscoileanna Deonacha

Íocaíochtaí do Scrúduithe Stáit

Socruithe íocaíochta d'Fheitheoirí, Cúntóirí Scrúduithe agus Mainicíní Ealaíne Ceaptha ag Scoileanna ag Scrúduithe Teistiméireachta 2018

Déanfaidh Coimisiún na Scrúduithe Stáit costais na fostaíochta a aisíoc in dáil leis na poist scrúduithe seo a leanas:

1. Feitheoirí scrúduithe ceaptha ag scoileanna le haghaidh scrúduithe na hArdteistiméireachta Feidhmí, Gairmchlár na hArdteistiméireachta, agus scrúduithe cluastuisceana agus praiticiúla agus le haghaidh feitheoirí ionad speisialta faoin scéim freastail réasúnta (lena n-áirítear iad siúd a fheidhmíonn mar léitheoirí/scríobhaithe).

2. Cúntóirí Scrúduithe

3. Mainicíní Ealaíne

Feitheoirí ionad speisialta scrúduithe

Tá méadú 1% tagtha ar gach ráta pá de réir Chomhaontú Cobhsaíochta na Seirbhíse Poiblí 2018–2020. Deimhnímid go bhfuil feidhm fós leis an athrú ar an modh chun íocaíochtaí le feitheoirí ionad speisialta scrúduithe a áireamh, is é sin go bhfuil ráta seisiúin tugtha isteach in áit ráta laethúil.

Íocfar feitheoirí ionad speisialta scrúduithe de réir líon na seisiún scrúduithe a ndéanann siad feitheoireacht orthu. An ráta le haghaidh feitheoireacht ar ionad speisialta ná **€43.18** an seisiún do Chúntóirí Riachtanas Speisialta agus **€56.58** an seisiún dóibh siúd nach Cúntóirí Riachtanas Speisialta iad (is é sin go leanfar le híocaíocht a dhéanamh le feitheoir ar ionad speisialta a dhéanann feitheoireacht ar dhá sheisiún in aon lá amháin, ar coibhéis é an íocaíocht leis an ráta laethúil roimhe seo).

Meastar gur seisiún é suí scrúdaithe maidine nó tráthnóna. Meastar gur cuid den seisiún scrúdaithe iad tástálacha cluastuisceana de chuid na n-ábhar lena mbaineann siad agus ní mheastar gur seisiún scrúdaithe iontu féin iad.

Cúntóirí Riachtanas Speisialta ceaptha mar Fheitheoirí

Sa chás go bhfuil Feitheoir áitiúil ceaptha ag scoil, de réir na dTreoirlínte Freastail Réasúnta do Scoileanna agus d'Fheitheoirí, agus gur Cúntóir Riachtanas Speisialta é an Feitheoir, tá socruithe sonracha íocaíochta i bhfeidhm.
Tá comhaontú ann idir an Roinn Oideachais agus Scileanna agus an ceardchumann IMPACT, a dhéanann ionadaíocht ar Chúntóirí Riachtanas Speisialta, go n-íocfar táille chomhaontaithe, mar atá sonraithe in Aguisín A, le Cúntóir Riachtanas Speisialta i ndáil leis an bpost feitheoireachta, sa chás go bhfuil Cúntóir Riachtanas Speisialta ag tacú le hiarrthóir in ionad speisialta le linn na scrúduithe agus **chomh maith leis sin ag feidhmiú dualgas a bhaineann le feitheoireacht ar an ionad speisialta**.

Aithníonn Coimisiún na Scrúduithe Stáit gur ábhar d'údaráis scoileanna, agus iad ag feidhmiú chun leasa na n-iarrthóirí, iad gach cinneadh a bhaineann le feitheoirí a cheapadh ar ionaid scrúduithe speisialta agus in suíomhanna eile ina dteastaíonn feitheoir a cheaptar go háitiúil.

Íocaíocht d'Fheitheoirí, Cúntóirí Scrúduithe agus Mainicíní Ealaíne Ceaptha ag Scoileanna

1. **Cánachas Cánach Ioncaim, MSU agus ÁSPC**

   Tá freagracht ag scoileanna aonair as cáin ioncaim, ÁSPC agus MSU a riar i gcás na gceapachán thuasluaite agus aon airgead a asbhaintear ina leith a íoc leis na Coimisinéirí Ioncaim.

   Tagann ceapachán feitheoirí agus cúntóirí scrúdaithe faoi **Aicme J den ÁSPC**. Is é an ráta **ÁSPC Fostóra faoin aicme seo ná 0.5%**. Aisíocfaidh Coimisiún na Scrúduithe Stáit an ÁSPC Fostóra le scoileanna ag an ráta cuí i ndáil le feitheoirí agus le cúntóirí scrúdaithe.

   Is gá na fostaithe thuasluaite a chlárú ar ROS láithreach agus iad a phróiseáil ar phacáiste párolla ríomhaire na scoile.

2. **Asbhaintí a bhaineann le Pinsean na Seirbhíse Poiblí (PSP)**

   Tá gach tuilleamh i ndáil le hobair a dhéantar le haghaidh, nó thar ceann Choimisiún na Scrúduithe Stáit faoi réir na hAsbhainte a bhaineann le Pinsean na Seirbhíse Poiblí **(ABP)**, mar a fhoráiltear dó san Acht um Bearta Airgeadais Éigeandála ar mhaithe le Leas an Phobail, 2009. Tugtar sonraí sa rannán seo a leanas faoin gcaoi ar chóir do scoileanna an ABP a fheidhmiú i ndáil le feitheoirí agus le cúntóirí scrúdaithe a cheaptar go háitiúil. Tugtar sonraí chomh maith faoin gcaoi ar chóir asbhaintí i ndáil leis an ABP a thuairisciú do Choimisiún na Scrúduithe Stáit. Ní mór d'fhostaithe an fhoirm in **Aguisín B a chomhlánú sula dtosaíonn siad i mbun fostaíochta**.

a. Feidhmiú/Díolúine ón ABP a Dheimhniú

Faoin Achta um Bearta Airgeadais Éigeandála ar mhaithe le Leas an Phobail, 2009, an sainmhíniú ar dhuine a bhfeidhmítear an ABP orthu ná duine
i. ar seirbhíseach poiblí iad, **agus**,
ii. ar ball iad de scéim pinsin seirbhíse poiblí, **nó**,
iii. atá i dteideal leasa faoi scéim pinsin seirbhíse poiblí, **nó**,
iv. a fhaigheann íocaíocht in áit ballraíocht le scéim pinsin seirbhíse poiblí

Aon duine a cheapann scoil mar fheitheoir nó mar chúntóir scrúduithe a chomhlíonann aon cheann de na critéir thuasluaite, tá siad faoi dhliteanas an ABP.

Díolúine. Aon duine aonair nach gcomhlíonann aon cheann de na critéir seo, meastar go bhfuil siad díolmhaithe ón ABP. Aon daoine aonair ar mian leo díolúine ón ABP a éileamh, ba chóir dóibh an fhoirm dhíolúine arna cur ar fáil ag Coimisiún na Scrúduithe Stáit a chomhlánú. Is gá do scoileanna na foirmeacha comhlánaithe a choinneáil chun críocha iniúchóireachta. **<u>Níor chóir iad a chur ar ais chuig Coimisiún na Scrúduithe Stáit</u>.** Féadtar íocaíochtaí a dhéanamh le daoine díolmhaithe as ucht obair scrúdaithe gan ABP a fheidhmiú.

Tá Coimisiún na Scrúduithe Stáit ag súil leis go mbeidh sciar suntasach de phearsanra scrúdaithe a earcaítear go háitiúil, mar Chúntóirí Riachtanas Speisialta agus mar mhúinteoirí, faoi dhliteanas an ABP.

b. An Ráta/Na Rátaí cuí ABP le Feidhmiú a Dheimhniú

Má tá duine a cheaptar mar fheitheoir nó mar chúntóir scrúdaithe faoi réir an ABP, trí thagairt do na critéir atá leagtha amach thuas, ní mór don scoil ansin an ráta ABP atá le feidhmiú a dheimhniú trí thagairt do stádas fostaíochta nó pinsin an duine mar seo a leanas:

• <u>Is í an scoil príomhfhostóir an duine:</u> má tá an duine fostaithe ar shlí eile ag an scoil (mar shampla mar mhúinteoir, mar mhúinteoir riachtanas speisialta, srl) ba chóir don scoil sa chás sin ABP a asbhaint ag an ráta cuí trí thagairt do na tuillimh chomhiomlána san fhostaíocht, lena n-áirítear na tuillimh i ndáil le hobair scrúduithe. Tá na rátaí ABP leagtha amach ar an tábla thíos. **Tabhair do d'aire: Meastar go bhfuil an duine fostaithe ag an scoil, fiú amháin más í an Roinn Oideachais agus Scileanna an gníomhaire íocaíochta.**

• <u>Is í an scoil fostóir tánaisteach an duine:</u> mura bhfuil an duine fostaithe ach amháin ag an scoil chun críocha na scrúduithe stáit, iarrtar ar an scoil ansin ABP a asbhaint, ag ráta **10.5%,** óna gcuid tuilleamh uile i ndáil le hobair scrúduithe.

• Tá an duine ag fáil pinsean seirbhíse poiblí; níor chóir don scoil ABP a fheidhmiú ar na tuillimh i ndáil lena gcuid oibre scrúduithe ach amháin trí thagairt do na rátaí agus na tairseacha atá leagtha amach sa tábla thíos.

Is mar seo a leanas atá na rátaí ABP a bhaineann leis an ioncam uile seirbhíse poiblí

€ Banda	Ráta
€0 - €28,750	0.00%
€28,750 - €60,000	10.00%
>€60,000	10.50%

Sonraítear san Acht um Bearta Airgeadais Éigeandála ar mhaithe le Leas an Phobail, 2009, trína dtugtar éifeacht dhlíthiúil don ABP, go laghdófar, faoi mhéid an dliteanais ABP, aon deontais earnála poiblí atá dlite d'fhostóirí nach n-asbhaineann an ABP de réir mar a iarrtar.

Is íocaíocht glan ó ABP a dhéanfaidh Coimisiún na Scrúduithe Stáit le scoileanna as ucht pearsanra scrúduithe a cheaptar go háitiúil a fhostú.

Éilimh ar Íocaíocht

Ní mór gach éileamh aisíocaíochta ar chostas pearsanra scrúduithe a fhostaítear go háitiúil **a dhéanamh ar na foirmeacha cuí agus ní mór admhálacha sínithe a bheith leo.** Iarrtar ar gach scoil na suimeanna ABP aonair a asbhaintear ó íocaíochtaí le feitheoirí agus le cúntóirí scrúduithe ceaptha ag scoileanna a thaifeadadh ar na foirmeacha éilimh cuí de chuid Choimisiún na Scrúduithe Stáit. Ní mór an fhoirm taifeadta ilchodach OS 2018 a bheith in éineacht le gach éileamh aisíocaíochta. Leis an bhfoirm seo, éascaítear taifeadadh a dhéanamh ar na hasbhaintí ABP uile ó bhaill foirne dá leithéid agus cuirfidh sé ar chumas Choimisiún na Scrúduithe Stáit na tuairisceáin ABP státchiste chuí a dhéanamh.

Ní ghlacfaidh Coimisiún na Scrúduithe Stáit le héilimh aisíocaíochta ach amháin ar fhoirmeacha cuntais de chuid Choimisiún na Scrúduithe Stáit. Má bhaintear úsáid as foirmeacha nach foirmeacha de chuid Choimisiún na Scrúduithe Stáit iad, cuirfear an t-éileamh uile ar ais chuig an Scoil. Ní mór gach éileamh aisíocaíochta a bheith sínithe ag an bhfaighteoir sa scoil agus ag príomhoide na scoile.

Tabhair do d'aire go gcuirfear ar ais chuig an scoil ina n-iomláine aon éilimh nach gcomhlánaítear i gceart, go cruinn agus /nó nach sínítear. (*Féach aguisín C thíos le haghaidh nótaí ar an bhfoirm SP1 2018 a chomhlánú)*

An tAonad um Sheirbhísí Tacaíochta Airgeadais.

An 29 Bealtaine 2018

Aguisín A

Scrúduithe Ardteistiméireachta & Teastais Shóisearaigh 2018

Rátaí Íocaíochta d'Fheitheoirí
Cúntóirí & Mainicíní Scrúdaithe

Feitheoirí		
Freastal Réasúnta: (Ráta Neamh-Chúntóir Riachtanas Speisialta)	€56.58	sa seisiún
Freastal Réasúnta: (Ráta Cúntóra Riachtanas Speisialta)	€43.18	sa seisiún
Tástálacha Praiticiúla	€113.16	sa lá
GCAT	€113.16	sa lá
GCAT Freastal Réasúnta (Neamh-Chúntóir Riachtanas Speisialta)	€56.58	sa seisiún
GCAT Freastal Réasúnta (Cúntóir Riachtanas Speisialta)	€43.18	sa seisiún
Scrúduithe Cluastuisceana Ardteistiméireachta/Teastais Shóisearaigh	€56.58	sa seisiún
An Ardteistiméireacht Fheidhmeach (Le haghaidh Gaeilge Chumarsáideach, & Teangacha (Bliain 1)) Teicneolaíocht Faisnéise (Bliain 2)	€56.58	sa seisiún

Cúntóirí Scrúdaithe	€137.40	Sa lá

Mainicíní Ealaíne (Le haghaidh Tarraingt Ealaíne an Teastais Shóisearaigh & Sceitseáil Ealaíne ón mBeo don Ardteistiméireacht)	€12.44	Sa Seisiún

Scrúduithe Ábhar Teicniúil/Ceirde	€14.76	San uair

Aguisín B

ASBHAINT A BHAINEANN LE PINSEAN SEIRBHÍSE POIBLÍ (ABP)

Léigh an Ciorclán S16/18 – *'Socruithe íocaíochta d'Fheitheoirí, Cúntóirí Scrúduithe agus Mainicíní Ealaíne Ceaptha ag Scoileanna ag Scrúduithe Teistiméireachta 2018'* roimh an bhfoirm seo a chomhlánú. Comhlánaigh an fhoirm i mbloclitreacha, ach amháin réimsí na sínithe. Comhlánaigh Cuid A i ngach cás agus Cuid B nó C de réir mar is cuí. Coimeádann an Scoil an ceart chucu féin an fhaisnéis a thíolactar a fhíorú.

<u>CUID A. SONRAÍ PEARSANTA</u>

Céadainm: _______________________________ Sloinne: ____________________________
(BLOCLITREACHA) (BLOCLITREACHA)

UPSP

Seoladh: ____

____

Uimhir fóin póca: _______________________ R-phost: _____________________________________

<u>CUID B. ÉILEAMH AR DHÍOLÚINE ÓN ABP</u>

Éilím leis seo díolúine ón ABP de réir an achoimre i gCiorclán S16/18 – *'Socruithe Íocaíochta d'Fheitheoirí, Cúntóirí Scrúduithe agus Mainicíní Ealaíne Ceaptha ag Scoileanna ag Scrúduithe Teistiméireachta 2018'* agus mé ag dearbhú;

A. Níl mé fostaithe in aon chomhlacht seirbhíse poiblí eile (go lánaimseartha, go páirtaimseartha, nó ar shlí eile).

AGUS
B. Ní comhalta mé de Scéim Pinsin Seirbhíse Poiblí.

NÁ
Níl mé ag fáil pinsin ó Scéim Pinsin Seirbhíse Poiblí
NÁ
Níor dhíroghnaigh mé a bheith páirteach i Scéim Pinsin Seirbhíse Poiblí
NÁ
Ní fhaighim íocaíocht in áit ballraíocht le Scéim Pinsin Seirbhíse Poiblí

Síniú:____________________________________ Dáta: __ / __ / ____

<u>CUID C: SANNADH NA SCOILE MAR FHOSTÓIR PRÍOMHA NÓ TÁNAISTEACH CHUN CRÍOCHA AN ABP</u>

Tar éis dom an Ciorclán S16/18 – '*Socruithe Íocaíochta d'Fheitheoirí, Cúntóirí Scrúduithe agus Mainicíní Ealaíne Ceaptha ag Scoileanna ag Scrúduithe Teistiméireachta 2018'* a léamh agus a thuiscint, sannaim an scoil seo a leanas _________________________________ mar fhostaíocht
*____________________________ s'agam chun críocha an ABP.
*Cuir isteach 'Phríomha' nó 'Thánaisteach' de réir mar is cuí
Deimhním nach bhfuil mé fostaithe agus go bhfuil mé faoi dhliteanas ABP.
`

Síniú:____________________________________ Dáta: __ / __ /

Aguisín C

Nótaí i leith an Fhoirm SP1 2018 a chomhlánú

Feitheoirí ar Ionaid Speisialta

1. Tá an fhoirm seo ann chun aisíocaíocht a éileamh i leith íocaíochtaí a rinneadh le Feitheoirí ar ionaid speisialta le linn na scrúduithe stáit i mí an Mheithimh.
2. Tabhair do d'aire nach mór foirm leithleach a chomhlánú anois le haghaidh gach feitheoir aonair
3. Ní mór an t-eolas uile a iarrtar a chur ar fáil. Cuirfear an fhoirm SP1 ar ais sa chás go bhfuil aon fhaisnéis ann nach gcuirtear ar ais.
4. Ní mór an uimhir Ionaid Leithligh (eisithe ag an Rannóg Freastail Réasúnta i gCoimisiún na Scrúduithe Stáit) a chur ar fáil. (Uimhir an iarrthóra do scrúduithe praiticiúla amháin).
5. Cuir isteach uimhir scrúdaithe an iarrthóra atá sannta don ionad speisialta.
6. Cuir in iúl cé acu ról a bheidh an duine ag gníomhú, Léitheoir/Feitheoir/Scríobhaí.
7. An Fhoirm SP1 2018 le comhlánú le haghaidh gach ionad speisialta
8. Is ar an Máirt a bheidh an Lá Cruinnithe d'fheitheoirí agus d'iarrthóirí (nuair is cuí) roimh na scrúduithe scríofa i mí an Mheithimh.
9. Ráta in aghaidh an tseisiúin atá sa ráta infheidhmithe (Féach Aguisín A de Chiorclán S16/18 agus cuir in iúl cé acu an ráta Cúntóir Riachtanas Speisialta nó an ráta Neamh-Chúntóir Riachtanas Speisialta atá le feidhmiú) roimh thús na scrúduithe amháin.
10. Cuir tic le rá cé acu ar maidin nó sa tráthnóna a bhí an seisiún, nó cuir tic leis an dá cheann más lá iomlán a bhí i gceist (is leor tic a chur sa bhosca AM/PM). Ní gá na hamanna a líonadh isteach).
11. An tSuim Iomlán ná an ráta seisiúin méadaithe faoin líon na seisiún.
12. An Fo-Iomlán ná an tsuim iomlán le haghaidh gach ceann de na laethanta suimithe le chéile.
13. Lúide ABP (Is féidir náid a chur isteach anseo mura bhfuil ABP le feidhmiú). Féach ar Leathanach 4 de Chiorclán S16/18 le haghaidh na rátaí ABP a bhaineann le gach Ioncam Seirbhíse Poiblí.
14. Cuirtear ÁSPC FOSTÓRA (Aicme J1) leis an bhfigiúr seo chun an tSuim Iomlán a fháil atá dlite don scoil i ndáil leis an bhFeitheoir sin.

15. Ní mór don fheitheoir/léitheoir/scríobhaí síniú agus dáta a chur ar an bhfoirm agus ní mór dóibh a dheimhniú cé acu an Cúntóir Riachtanas Speisialta Ceadaithe nó Neamh-Chúntóir Riachtanas Speisialta iad.
16. Ar deireadh, ní mór an dearbhú seo a bheith comhlánaithe agus sínithe ag an bPríomhoide.

Aguisín D

E.A.1 2018

CÚNTÓIR SCRÚDUITHE
FOIRM AISÍOCAÍOCHTA SCOILE 2018

Ainm na Scoile: ___________________________ Uimhir Rolla na Scoile: _____________

1. LÍON IOMLÁN NA N-IARRTHÓIRÍ AG SUÍ SCRÚDUITHE STÁIT SCRÚDUITHE AN CHOIMISIÚIN IN **2018:** [ ]

2. LÍON NA LAETHANTA A BHFUIL LUACH SAOTHAIR Á LORG INA LEITH: [ ]

3. NA DÁTAÍ A LORGÓFAR AN AISÍOCAÍOCHT INA LEITH:

____

____

____

4. AINM AN CHÚNTÓRA SCRÚDUITHE: ____

5. UIMHIR PSP AN CHÚNTÓRA SCRÚDUITHE: ___________________________________

6. AN TSUIM A ÍOCADH LEIS AN GCÚNTÓIR SCRÚDUITHE:

Líon na Laethanta ____@ ráta laethúil €137.40 = €

LÚIDE ABP = €__________

= €

+ 0.5% ÁSPC = €__________

Pá Iomlán = €

SÍNIÚ: ____ DÁTA: ______________

SÍNIÚ AN CHÚNTÓRA SCRÚDUITHE (CHUN ADMHÁIL GO BHFUARTHAS É)

Dearbhú

Deimhním gur íoc mé an ÍMAT, ÁSPC & MSU cuí leis na Coimisinéirí Ioncaim.

Deimhním gur íoc mé €_______ ÁSPC Fostóra leis na na Coimisinéirí Ioncaim.

Éilím leis seo aisíocaíocht iomlán €_______ (ina n-áirítear ÁSPC Fostóra @ aicme J1)

Deimhním go bhfuil Asbhaint a bhaineann le Pinsean Seirbhíse Poiblí €_______ déanta agam

Nó

Deimhním go bhfuil an Cúntóir Scrúduithe ainmnithe [ ] Díolmhaithe ó ABP

SÍNIÚ AN PHRÍOMHOIDE: _____________________________ DÁTA: _______________

CINNTIGH GO GCOMHLÁNAÍTEAR GACH CUID DEN FHOIRM SEO INA N-IOMLÁINE ROIMH IAD A THÍOLACADH LE HAGHAIDH ÍOCAÍOCHTA