

Financial Guideline 2019/2020 - 44

Community & Comprehensive and Voluntary Secondary schools

Calculated Grades Aides 2020

(Following the Examinations Aide model): Assistance for schools during the Calculated Grades Model Payment

[Department of Education and Skills Circular 0039/2020](#) advises that school authorities have discretion to engage an Aide to assist in administration of Calculated Grades in schools.

1. Number of days which can be claimed

School authorities have discretion to engage an Aide for a period of up to 15 days to assist the Principal in the delivery of the calculated grades model.

Recognised post-primary schools with 300 or more examination candidates, will be permitted to claim an additional day for every 50 additional candidates.

2. The range of duties of the Aide

The range of duties may include:

- Assisting the Principal and deputy principal with administrative tasks associated with the inschool phase of the system of Calculated Grades.
- Assisting with the organisation of subject alignment meetings.
- Organising a rota for access, and health and safety procedures, for meetings taking place in the school and for teachers to access project work stored in the school.
- Assisting teacher access to the school database for historical results if required.
- Ensuring all Leaving Certificate students are aware of the Leaving Certificate Candidate Self Service portal and have online access to it.
- Assisting with organising the estimated mark of students studying a subject outside school, subject to DES guidelines.
- Assisting with organising estimated grades for students receiving home tuition.
- Assisting with the answering of queries from teachers.

One of the primary purposes of the role is engaging in the input of data, data validation and its return to the CGEO by the Calculated Grades Data Collection Application via Esinet. The Aide will need to be set up with their own access to the Calculated Grades Data Collection application. **Of critical importance is maintaining the security and confidentiality of the school's data.**

3. Rates of Payment

The rate of payment for individuals appointed as Calculated Grades Aide is **€143.32** per day.

4. Application of Tax, PRSI and USC

The Aide must be registered with ROS and the payment processed through the school's computer payroll package. It is the responsibility of individual schools to administer tax, PRSI and USC for the above appointment and to pay over any monies deducted in respect of same to the Revenue Commissioners.

The appointment of the Aide 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 the Aide.

5. Claims for Payment

All claims for reimbursement of the cost of employing locally appointed Calculated Grades Aides must be made on the appropriate forms. The Calculated Grades Aides reimbursement forms are in appendix A.

All claims are to be sent in one submission to Calculated Grades Office, State Examinations Commission Building, Cornamaddy, Athlone, Co. Westmeath.

All claims for reimbursement must be signed by the recipient in the school and the school Principal. Claims that are completed incorrectly, inaccurately and /or unsigned will be returned in their entirety to the school.

All enquiries on foot of this circular should be directed via e-mail to CalculatedGrades_Claims@education.gov.ie

Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.

Tel: 01-269 0677
info@fssu.ie

11th June 2020

Appendix A

<p style="text-align: center;">CALCULATED GRADES AIDE SCHOOL REIMBURSEMENT FORM 2020</p>

NAME OF SCHOOL: _____ SCHOOL ROLL NO: _____

1. NUMBER OF DAYS FOR WHICH REMUNERATION IS SOUGHT:

2. DATES FOR WHICH REIMBURSEMENT IS SOUGHT:

3. CALCULATED GRADES AIDE NAME:

4. CALCULATED GRADES AIDE PPS NUMBER:

5. AMOUNT PAID TO CALCULATED AIDE:

No. of Days _____ @ daily rate of €143.32 = €

+ 0.5% PRSI = € _____

Total Pay = €

SIGNATURE: _____ DATE: _____

SIGNATURE OF CALCULATED GRADES 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).

SIGNATURE OF PRINCIPAL: _____ DATE: _____

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