



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Corr na Madadh, Baile Átha Luain, Co. na hIarmhí
Cornamaddy, Athlone, Co. Westmeath.

S20/20

Payment Arrangements for Examinations Aides, School Appointed Superintendents and other additional costs of the 2020 Certificate Examinations

To the Principal of the School named in the address:

The purpose of this circular is to advise you of the payment arrangements, including rates of payment, which will apply for school appointed personnel, on a once off basis, for the November 2020 certificate examinations, in recognition that these examinations will take place outside school time and at weekends.

A supply of claim forms, and other required documentation, for the various positions is also provided.

The State Examinations Commission (SEC) will refund the costs in respect of the following where appropriate:

1. Examinations Aides
2. School appointed examination superintendents for November certificate examinations
3. Attendants
4. Computer Science Examination
5. Miscellaneous
 - Cleaning and Caretaking
 - PPE
 - Light and Heat
6. Travel and Subsistence for collection of Examination material

Rates of Payment 2020

The rates of pay for the various positions are presented at Appendix A. All rates of pay have been increased in line with the Public Service Stability Agreement 2018 - 2020.

1. Examinations Aides

The rate of payment for individuals appointed as Examinations Aides, under the terms and conditions for appointment to the position as set out in Circular S21/20, is contained in Appendix A.

2. School Appointment of Superintendents

For the November Examinations, Superintendents will be appointed by schools to invigilate examinations, similar to arrangements for special centres in previous years. **Schools may appoint one superintendent per examination centre.**

Schools will deploy superintendents to both main and special centres.

The only exception to this arrangement will apply in situations where there is only one centre. In this situation, the SEC appointed superintendent will invigilate at the examinations involved.

Should schools have any queries in this regard, please contact the SEC at the contact point set out below.

Reasonable Accommodations Centre:

Candidates who have been approved the use of reasonable accommodations for the June examinations will have access to this resource in November e.g. a spelling and grammar waiver, or access to a reader, scribe or special centre. It is not possible to approve new applications for reasonable accommodations in any other circumstances, other than the normal emergency applications process which applies each year. If any student sitting the examinations have already been granted reasonable accommodations they will be advised this week.

3. Schools Attendants

For Examinations 2020, schools have the discretion to appoint one Attendant if required. SEC is allowing schools flexibility regarding the appointment of this attendant for the November examinations. The Attendant should be paid by the school and the costs recouped from SEC

4. Computer Science Examination

For schools with the computer science examination, the computer science teacher should be available on the evening of Monday 7th December for the duration of the examination. The computer science teacher is entitled to the examination aide rate of €143.32 for this examination, as it is being held outside school time on this occasion. Instructions will be issued for the computer science teacher nearer to the examination.

5. Miscellaneous Expenses

Additional costs specifically incurred in relation to heating/light, cleaning, caretaking and PPE within schools associated with the examinations taking place in the evening and at weekends will be reimbursed by SEC.

Miscellaneous Expenses	Guide
Light/Heat	Based on a proportion of amenity bills for the duration of examinations and the number of examination sessions held in the school
Caretaking	Minimum Wage Hourly Rate
Cleaning	Minimum Wage Hourly Rate
Cleaning products and hand sanitiser	Cleaning products and hand sanditiser used specifically for the examinations
PPE	Where face coverings/masks are provided to candidates and Superintendents in the event of them not providing it themselves.

CIRCULAR S20/20

	Candidates and SEC appointed Superintendents have been advised to use their own face coverings/masks
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1. Travel and Subsistence

Travelling expenses and subsistence allowances will be paid to Examination Aides for **Collection of Examination Material days only**.

Travel expenses and subsistence allowances will be in accordance with the regulations which apply to the public service.

Travel Rates

In line with the Public Service regulations the motor travel rates effective for the 2020 examinations are as follows:-

Distance Bands		Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1	0 – 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2	1,501 – 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3	5,501 – 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4	25,001 km and over	21.36 cent	22.23 cent	25.85 cent

Subsistence Allowances

Day allowances

A day allowance may be payable for an absence on official business that is more than 8 km from an officer's home or school (whichever is the closest). No subsistence is payable to assigned locations which are within 8km of home/school. The applicable day allowance rates are follows:

Short day allowance – 5 to 10 hours €15.41

Final decisions in relation to the payment of claims in respect of Travel and Subsistence expenses incurred are made in the context of the rules and regulations as laid down by the Department of Finance.

Application of Tax 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. Please contact your local Revenue office or consult the Revenue website www.revenue.ie for further information.

CIRCULAR S20/20

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.

Recoupment of Costs from SEC

In due course, schools will be asked to claim the costs incurred for the November Examinations from the SEC, to include the Examinations Aides, school appointed Superintendents, Attendants, light, heat, caretaking and cleaning etc. Please note that the advances paid to some schools in December 2019 will be deducted from the claims received from the school authorities for running the postponed certificate examinations 2020. If any balance remains it will be recovered in 2021.

Claims for Payment

All claims for reimbursement of the cost of employing locally appointed examinations personnel **must be made on the appropriate forms.** The composite form OS 2020 must also be completed and returned. Additional copies of any of the required documentation may also be printed down from the Schools section of www.examinations.ie. All claims are to be held and sent together in one submission to Schools/ETB Section, Finance Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath.

In the case of ETB schools all claims must be submitted to the Chief Executive Officer of your ETB for payment.

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. 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 to the Finance Section at phone numbers 090 - 644 2880 / 2847 or via e-mail to schoolspayable@examinations.ie

Antoinette McHugh
Higher Executive Officer
Finance Division
November 2020

Enclosures:

Claim Forms / Forms of Account

E.A.1 2020 Examinations Aide

Travel Expenses Form of Account for Examination Aide

SP1 Form 2020 Locally Appointed Superintendents

OS 2020 Overview Form

Attendants Time Sheets Under 18 & Over 18

All documentation referred to is available from the Schools Section of the SEC website www.examinations.ie.

Appendix A



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Leaving & Junior Certificate Examinations 2020

Rates of Payment

Examination Aides

Examination Aides Exam Rate per evening	€143.32
Examinations Aides Exam Weekend Rate	€286.64

Superintendents

Superintendents Exam Rate per evening	€118.04
Superintendents Exam Weekend Rate	€236.08

Rates of Payment for Cleaning and Caretaking

The current minimum wage hourly rate for over 18 years is €10.10.

Rates of Payment for Attendant

The current minimum wage hourly rate for under 18 years is €7.07

Finance Section
State Examinations Commission
November 2020