



Coimisiún na Scrúduithe Stáit
State Examinations Commission
Corr na Madadh, Baile Átha Luain, Co. na hIarmhí
Cornamaddy, Athlone, Co. Westmeath.

Circular S21/20

STATE EXAMINATIONS 2020

Assistance for Schools to conduct the Examinations

To the School Authority named in the address:

The purpose of this circular is to provide further detailed guidance to schools subsequent to Circular S55/20, regarding arrangements for examinations 2020, due to commence on Monday 16th November 2020, subject to public health advice.

This circular should be read in conjunction with Circulars S45, S55/20 and S20/20

As a designated place where examinations may be held under the Education Act, school authorities should ensure that Examinations 2020 are conducted with the same rigor and integrity as in previous years, notwithstanding that they are being held for a much smaller cohort of candidates and outside school hours.

In recognition of the additional load on schools associated with the hosting of the examinations at a time when very considerable time and attention is required for the normal operation of the schools at this time of COVID-19, additional support and resources is being made available to schools to minimise the impact on school management and resources generally

School Authorities may appoint the following, if applicable, for the conduct of examinations 2020 in schools:

- Examination Aides
 - Pre-planning role - appointment by the school of an Examination Aide for up to 10 days (see table below)
 - Collection of Examinations material role – (up to 3 days depending on the timetable of examinations in your school). Collection from one of nine collection centres nationally.
 - Logistical and Support Role during Examinations in schools over the course of the timetable for each day of the examinations.
- School Appointed Superintendents to invigilate the examinations – **Instructions for superintendents at Appendix 1**
- Computer Science Examination – Computer Science Teacher available for the examination
- One Attendant, if required – see Circular 20/20
- Cleaning/caretaking - see Circular 20/20

1. Examination Aides

School authorities have discretion to:

- engage Examinations Aides to work under the general guidance of the principal and deputy principal management team, in meeting the range of responsibilities set out for each Examination Aide role in the administration of the Certificate Examinations 2020 in your school.
- Choose to split the Examination Aide roles over a number of school staff during the course of the examinations.
- The Examination Aide dealing with pre-planning and organising for the examinations in advance of November does not need to be the same person as the Examinations Aide appointed for the logistical support for the examinations from 16th November onwards.
- While schools may appoint different Examination Aides to collect the examination question papers and materials for the three collection events, it is recommended that for security purposes, one person is appointed to this role
- While schools may choose to split the logistical support role over a number of school staff during the course of the examinations, it is recommended that for security purposes, the number of people appointed to this role is kept to a minimum.
- Appoint the Examination Aides in line with the existing methodology at individual school level.
- Senior Management (e.g. Principal & Deputy Principal) are not required to be in attendance during the examinations, as the Examinations Aide – logistical support role will be responsible, in collaboration with the SEC appointed superintendent, for the conduct of examinations in your school.

NOTE: Your school should contact the SEC Appointed Superintendent to arrange to meet the Examinations Aide, at the school on each Sunday of the collection of the examination material, in order to organise and check the examinations material.

Reasonable Accommodation:

Candidates who have been approved the use of reasonable accommodation(s) for the June examinations will have access to this resource in November, e.g. spelling and grammar waiver, or access to a reader, scribe or special centre. SEC has issued details of these candidates

It is not possible to approve new applications for reasonable accommodation in any other circumstances, other than the normal emergency application process which applies each year.

Examinations Aide - Pre-Planning Role

The work of this Examinations Aide will take place in advance of the examinations commencing on 16th November.

Working under the overall guidance of the principal and deputy principal management team, this Examinations Aide will exercise initiative in meeting the range of responsibilities set out in the **Instructions to Examinations Aide – Pre-planning Role**. (See Appendix 2)

Due to the varying numbers of candidate entries across the post primary school network, it is necessary to have a graduated approach to the appointment of the Examination Aide – Pre-Planning Role. The table below outlines the number of days that will apply to this role:

Number of Candidate Entries	No. of Days*
1 - 5 Candidates	3
6 - 9 Candidates	4
10 - 14 Candidates	5
15 - 19 Candidates	6
20 - 29 Candidates	8
Over 30 Candidates	10

Examination Aide to Collect Examination Material

- **The greatest responsibility of this Examinations Aide is the custody of the examination box and papers**

Anyone, including the Examinations Aide found guilty of improper conduct will render himself/herself liable to have action taken against him/her – the Education Act 1998 includes criminal offences which relate to the Certificate Examinations (see Appendix 3)

- School authorities should appoint Examinations Aide/s to collect examination question papers and material at the SEC designated collection centre.
- This will include examination question papers, examination material, examination stationery and the envelope for the SEC appointed Superintendent.
- **This Examinations Aide will be responsible for the collection, safe return to and safe storage of the locked question paper box in the school on each day of the collection.**
- **The examination material must be kept in a secure location in your school which must be locked at all times and not accessible to anyone but the examination aide**
- In the interest of risk management and examination security, there will be three collection events, in nine collection centres nationally, where examination papers and material will be collected by the Examinations Aide as follows:
 - on Sunday 15th November (containing the papers for examinations scheduled from 16th to 22nd Nov);
 - on Sunday, 22nd November (containing papers for examinations scheduled from 23rd to 29th; and
 - on Sunday, 29th Nov for the remaining examinations in that school
- The number of collection days for examination material will depend on the number of examinations and the timetable for these examinations in your school.
- While a school may appoint different examination aides to collect examination material if they have more than one collection day, it is recommended that one person should be

appointed to this role, for security purposes. The examinations aide/s appointed to undertake the logistical support role during the examinations on Sunday 22nd November and Sunday 29th November cannot act as Examinations Aide to collect the examinations materials, if they are engaged with examinations on those days.

Appointment of Examinations Aide to Collect Examination Material

- School authorities should appoint an Examinations Aide/s for this role, using the enclosed **Examination Aide Appointment letter template. (see Appendix 4)**
- Where more than one person is appointed as Examination Aide to collect the examination material on different days, a letter for each Examinations Aide should be used for this purpose.
- Your school will be advised of the location of the collection centre and the allocated time for the first collection of the examinations papers and material for your school. A further email will issue with subsequent times for the other 2 collections, if appropriate. For security purposes, the location of the collection centre should only be disclosed to the examination aide.
- **Instructions for the Examinations Aide to Collect Examinations Material** is enclosed and a copy should be provided to the appointed person/s. (See Appendix 5)

Examination Aide - Logistical Support Role

This Examinations Aide/s will be the school's appointed person, responsible for assisting, supporting and liaising with the SEC appointed Superintendent, for the conduct of examinations on the weekday evenings and at weekends over the course of the schedule.

The greatest responsibility of this Examinations Aide is the custody of the examination box and papers

Anyone, including the Examinations Aide found guilty of improper conduct will render himself/herself liable to have action taken against him/her – the Education Act 1998 includes criminal offences which relate to the Certificate Examinations (see Appendix 3)

While the school authority has discretion to appoint more than one person to this role as the schedule is rolled out, the number of people appointed should be kept to a minimum.

It is important for Schools to have a list of stand-by Examinations Aides for this role, in the event of the examinations aide being unavailable to attend due to illness or any other reason.

The range of responsibilities are set out in the enclosed **Instructions to the Examinations Aide – Logistical Support Role during Examinations** (See Appendix 6). A copy of the instructions should be given to each Examinations Aide appointed to this role,

COVID 19 Contact Tracing of Candidates and Superintendents

It is the responsibility of this Examinations Aide to apply your school's visitor protocol in relation to COVID 19 contact tracing. A COVID 19 Declaration Form for candidates and the SEC appointed Superintendent is enclosed. (See Appendices 7 & 8)

This should be completed by all candidates and superintendent for each day of the examinations.

Candidates and SEC appointed superintendents have been provided with these forms for completion.

Candidates and SEC appointed superintendents have been advised to provide their own PPE
Public Advice notices for candidates and superintendents are enclosed for your information (See Appendices 9 & 10)

School Appointed Superintendents

See Circular S20/20 and Appendix 1

Examinations Attendant

See Circular S 20/20 and Appendix 2

Computer Science Examination

If your school has the computer science examination on Monday 7th December, the Examinations Aide – Pre- planning should arrange with the computer science teacher to be available on that evening, for the duration of the examination. Separate instructions will be provided for the computer science teacher.

The computer science teacher is entitled to the Examination Aide daily rate for this examination, as it is being held outside school time on this occasion and should be claimed on the Exam Aide form and clearly marked computer science teacher.

The SEC wishes to express its gratitude to school authorities for hosting these examinations on behalf of their students from 2020.

Catriona Hanevy
Principal Officer
Corporate Affairs & Finance
State Examinations Commission

05 November 2020

Appendix 1: Instructions to School Appointed Superintendents – Main centres & Special Centres

Appendix 2: Instructions to Examinations Aide – Pre-Planning

Appendix 3: Extract from Education Act

Appendix 4: Letter of authorisation template for Examinations Aide - Collection of Examinations Papers and Materials Form

Appendix 5: Instructions to Examinations Aide – Collection of Examinations Papers and Materials

Appendix 6: Instructions to Examinations Aide – Logistical Support Role during Examinations

Appendix 7: COVID 19 Declaration Form – Candidates

Appendix 8: COVID 19 Declaration Form – SEC appointed Superintendent

Appendix 9: COVID 19 – Public Health Advice for Candidates

Appendix 10: COVID 19 – Public Health Advice for SEC appointed Superintendents

Enclosures:

Examination Centre Roll

Posters

General Information for Schools – Examinations 2020



State Examinations Commission
Cornamaddy, Athlone, Co. Westmeath.

State Examinations – November 2020

Appendix 1a: Instructions to School Appointed Superintendents for Main Centres

- Each school appointed superintendent for the November 2020 examinations will invigilate the examinations in examination centres as designated by the Exam Aide.
- You are expected to give your entire attention to the work of superintending.
- The use of digital devices, reading or engaging in any occupation other than superintending during the examinations, is incompatible with the proper discharge of your duties. You should not bring any items, other than those which relate to the examinations, into the examination centre.
- In advance of the first examination at which you are superintending, allow sufficient time to meet with the SEC appointed superintendent. Introduce yourself and present photo I.D. to the superintendent from whom you will be collecting examination papers and stationery in advance of each examination session and returning scripts at the scheduled completion of each session.
- The SEC appointed superintendent will have a pouch for transferring examination papers and should place the relevant paper inside that pouch. Under no circumstances should the examination paper be removed from the pouch until you are inside your examination centre and ready to commence the examination session.
- The examination papers, details of any corrections, stationery and any other materials necessary for the conduct of the examinations should be collected from the SEC appointed superintendent before the examinations commence.
- You are not permitted to collect examination papers in advance of any session other than the one about to commence
- You are not allowed to delegate the collection of examination papers to anybody else.
- The custody of the examination papers is a most serious responsibility. You must use every possible precaution to prevent the examination papers from being tampered with in any way, until the time appointed for the examination to commence.
- Before each examination, draw the attention of candidate(s) to the notice entitled *Penalty for Violation of Regulations* and explain the consequences of a breach of these regulations. These rules include not having access to mobile phones, notes or books in the examination or having

access to the internet or any other information source. If you find or suspect that a candidate is breaching the rules for the conduct of the examination, you must report this to the superintendent of the base centre and follow their instructions.

- Ensure that you give the correct examination paper to each candidate. Become familiar with the timetable and the poster showing the colours of the covers. Check the subject, level and time with each candidate before handing them the examination paper.
- Unless you are instructed otherwise you must run the examinations according to the published timetable. While delays in starting should be compensated for at the end of the examination, allowing additional time in an examination that has not been authorised represents inappropriate assistance.
- At the conclusion of the examination session Completed examinations scripts, must be returned in the pouch provided with the examination paper to the SEC appointed superintendent from whom you received the examination papers.
- Under no circumstances should these confidential materials be left with the attendant of the base examination centre.



State Examinations Commission
Cornamaddy, Athlone, Co. Westmeath.

State Examinations – November 2020

Appendix 1b: Instructions for Superintendent where the candidate(s) have been granted Reasonable Accommodations

- If you are appointed by your school to superintend in a special examination centre, your role is to administer the examinations in individual and/or shared special examination centres and you may also have a role of reader or scribe in an individual special examination centre, or you may be providing reading assistance in a shared special examination centre.
- Before the examinations commence, familiarise yourself with the detailed instructions about your role and about all aspects of conducting the examinations in this *Implementing Access Arrangements at the Written Examinations* booklet which is available on the SEC website at www.examinations.ie. To assist you in your assigned role, please pay heed to the rules below.
- You are expected to give your entire attention to the work of superintending.
- The use of digital devices, reading or engaging in any occupation other than superintending during the examinations, is incompatible with the proper discharge of your duties. You should not bring any items, other than those which relate to the examinations, into the examination centre.
- In advance of the first examination at which you are superintending, allow sufficient time to meet with the SEC appointed superintendent. Introduce yourself and present photo I.D. to the superintendent from whom you will be collecting examination papers and stationery in advance of each examination session and returning scripts at the scheduled completion of each session.
- The SEC appointed superintendent will have a pouch for transferring examination papers and should place the relevant paper inside that pouch. Under no circumstances should the examination paper be removed from the pouch until you are inside your examination centre and ready to commence the examination session.
- The examination papers, details of any corrections, stationery and any other materials necessary for the conduct of the examinations should be collected from the SEC appointed superintendent before the examinations commence.
- You are not permitted to collect examination papers in advance of any session other than the one about to commence
- You are not allowed to delegate the collection of examination papers to anybody else.

- The custody of the examination papers is a most serious responsibility. You must use every possible precaution to prevent the examination papers from being tampered with in any way, until the time appointed for the examination to commence.
- Before each examination, draw the attention of candidate(s) to the notice entitled *Penalty for Violation of Regulations* and explain the consequences of a breach of these regulations. These rules include not having access to mobile phones, notes or books in the examination or having access to the internet or any other information source. If you find or suspect that a candidate is breaching the rules for the conduct of the examination, you must report this to the superintendent of the base centre and follow their instructions.
- Ensure that you give the correct examination paper to each candidate. Become familiar with the timetable and the poster showing the colours of the covers. Check the subject, level and time with each candidate before handing them the examination paper.
- Unless you are instructed otherwise you must run the examinations according to the published timetable. While delays in starting should be compensated for at the end of the examination, allowing additional time in an examination that has not been authorised represents inappropriate assistance.
- At the conclusion of the examination session Completed examinations scripts, must be returned in the pouch provided with the examination paper to the SEC appointed superintendent from whom you received the examination papers.
- Under no circumstances should these confidential materials be left with the attendant of the base examination centre.

GOLDEN RULES FOR SUPERINTENDENTS IN SPECIAL CENTRES

Duties of a Scribe

As a scribe, you must write the answers as dictated by the candidate. You must not change the meaning or interpret what has been dictated or add any additional information or otherwise provide any assistance to the candidate in completing the examination.

Duties of a Reader

As a reader you must, on request, read the entire, or any part of, the examination paper to the candidate as presented. You must not change the meaning of the questions, interpret or elaborate the content of the paper or the questions, add additional information, provide explanations as to what the questions require of the candidate or otherwise provide assistance to the candidate.

Duties of a Reading Assistant

As a reading assistant you must, on request, read occasional words or phrases from the examination paper to the candidates as presented. You must not change the meaning of the questions, interpret or elaborate the content of the paper or the questions, add additional information, provide explanations as to what the questions require of the candidates or otherwise provide assistance to the candidates.

Work completed on a Word Processor or Recording Device

Where examinations are completed on a word processor or recording device, the completed examinations scripts, printouts and removable media must be returned to the SEC appointed superintendent from whom you received the examination papers, at the conclusion of the examination session.

The SEC appointed superintendent will return the work in a red “Reasonable Accommodations” envelope. This applies to candidates who have been granted: the use of a word processor, the use of a recording device, modified papers, enlarged papers, braille papers

You must ensure that all material presented by the candidate, including hard and soft copy where appropriate, is returned and enclosed in the pouch provided ensuring that removable media devices are securely packaged for safety in transit.



State Examinations Commission
Cornamaddy, Athlone, Co. Westmeath.

State Examinations – November 2020

Appendix 2: Instructions to Examinations Aide – Pre-planning Role.

The work of this Examinations Aide for Examinations 2020 will take place in advance of the examinations commencing on 16th November.

Working under the overall guidance of the principal and deputy principal management team, you should exercise initiative in meeting the range of responsibilities set out as follows:

- In addition to the Matrix issued to schools on 22 October, a Centre Roll will be provided to the school, for your use, giving details of the candidates and subject sessions.
- You should familiarise yourself with the timetable, matrix and centre roll
- You will be responsible for assigning students to the centre/s to be used for the examinations on a session by session basis, and to special centres where appropriate.

NOTE: Candidates who have been approved the use of reasonable accommodation(s) for the June examinations will have access to this resource in November, e.g. spelling and grammar waiver, or access to a reader, scribe or special centre. SEC has issued details of these candidates to your school.

- You should ensure the most appropriate use of space in the context of the school infrastructure and local demands regarding appropriate social distancing, cleaning, sanitising arrangements and the need for school infrastructure to be available for normal school use the following day, after each examination.
- **You are responsible for ensuring that there is a secure location in your school for the examinations box containing question papers and material, which must be locked at all times and not accessible to anyone but the examination aide**
- You will be involved in the recruitment within the school of the superintendents required for each individual examination session across the rooms involved, encompassing both main examination centres (including for aural tests) and special centres. (see appendix X – Instructions for School Appointed Superintendents – Main and special centres)
- You should draw up a list of examination superintendents and stand-by examination superintendents to cover the period of examinations within the school.

N.B. In situations where there is only one centre, the SEC appointed superintendent will invigilate at the examinations involved.

- You should ensure that rooms and equipment are acoustically appropriate for aural tests in music and language subjects and provide for the use of DVD for LCA and LCVP.
- You will be involved in the recruitment of one examinations attendant, if required. Schools are allowed flexibility regarding the appointment of one examinations attendant.
- If your school has the computer science examination on Monday 7th December, you should arrange with the computer science teacher to be available on that evening, for the duration

of the examination. Separate instructions have been included for the computer science teacher. The computer science teacher is entitled to the Examinations Aide daily rate for this examination, as it is being held outside school time on this occasion. See Circular S20/20.

Appendix 3

The Education Act 1998

The Education Act 1998, introduces new criminal offences which relate to the certificate examinations. A copy of the relevant provisions is reproduced here for your information.

Education Act, 1998. Part VIII, Offences.

52.- **(1)** A person who-

(a) knowingly and without lawful authority publishes an examination paper or part of such paper to any other person prior to the holding of the examination concerned,

(b) has in his or her possession without lawful authority an examination paper or part of such paper prior to the holding of the examination concerned,

(c) carries out any duties relating to the preparation of examination papers and knowingly and without lawful authority provides a candidate for an examination or any other person with information concerning the material prepared by him or her in the course of those duties with the intention of conferring an advantage upon a candidate over other candidates,

(d) knowingly and wilfully credits a candidate with higher marks than the marks to which that candidate was entitled with the intention of conferring an advantage on that candidate over other candidates,

(e) knowingly and maliciously credits a candidate with lower marks than the marks to which that candidate was entitled,

(f) personates a candidate at an examination or knowingly allows or assists a person to personate a candidate at an examination,

(g) knowingly and maliciously destroys or damages any material relating to an examination,

(h) knowingly and maliciously obstructs any candidate or a person engaged in the conduct of an examination or otherwise interferes with the general conduct of an examination,

(i) knowingly and without lawful authority alters any certificate or any other record, including a record in machine-readable form, containing the results of an examination or,

(j) knowingly issues or makes use of any certificate or other document which purports to be a document issued by the person or body under whose authority the examination was conducted and to contain the results of an examination knowing that those results are false shall be guilty of an offence.

(2) A person who knowingly aids, abets, counsels or procures another person to commit any offence under subsection (1) or conspires with another person for the commission of any such offence shall be guilty of an offence.

(3) A person who is guilty of an offence under this section shall be liable-

(a) on summary conviction, to a fine not exceeding €1,905 or (at the discretion of the court) to imprisonment for a term not exceeding six months, or to both such fine and such imprisonment, or

(b) on conviction on indictment, to a fine not exceeding €6,350 or (at the discretion of the court) to imprisonment for a term not exceeding two years, or to both such a fine and such imprisonment.

(4) No action shall lie against an examiner in respect of anything done by him or her in good faith and in pursuance of his or her functions as an examiner



State Examinations Commission
Cornamaddy, Athlone, Co. Westmeath.

State Examinations – November 2020

Appendix 4

Letter of Authorisation for Examinations Aide appointed to collect Examination Material from SEC designated Collection Centre

School Name

Name of Examinations Aide

School Address

School Contact Details

I confirm that _____ has been assigned to collect the Examination question papers & examination material for the above school on

(delete as appropriate)

- Sunday 15th November (containing the papers for examinations scheduled from 16th to 22nd Nov);
- Sunday, 22nd November (containing papers for examinations scheduled from 23rd to 29th
- Sunday, 29th Nov for the remaining examinations in that school

Location of Collection Centre: _____ at _____ am/pm

Failure to provide sufficient evidence of identification may result in you being denied access to the collection centre

Arrangements have been made for the safe custody of the Examination papers at:

You should proceed directly from the collection centre to this designated location and ensure that the box of examination papers is placed in safe custody on the school premises.

Under no circumstances should the examination papers be left unattended while being transported to the place of custody in the school

If it is necessary for you to withdraw from this appointment at any stage prior to or during the examinations, you should contact me or the Deputy Principal immediately by phone.

Yours sincerely

School Stamp

Principal

Date: _____



State Examinations Commission
Cornamaddy, Athlone, Co. Westmeath.

State Examinations – November 2020

Appendix 5

Instructions to Examinations Aide – Collection of Examination Material from SEC designated Collection Centre

- You will be responsible for the collection of the locked question paper box and envelope for the SEC appointed superintendent from SEC-designated collection centre and for the safe return of this material to schools and its safe storage on the school premises.
- **Your greatest responsibility of this Examinations Aide is the custody of the examination box and papers**

Anyone, including an Examinations Aide found guilty of improper conduct will render himself/herself liable to have action taken against him/her – the Education Act 1998 includes criminal offences which relate to the Certificate Examinations (see Appendix 3)

- In the interest of risk management and examination security, there will be three collection events, in nine collection centres nationally, where examination papers and material will be collected by the Examinations Aide as follows:
 - on Sunday 15th November (containing the papers for examinations scheduled from 16th to 22nd Nov);
 - on Sunday, 22nd November (containing papers for examinations scheduled from 23rd to 29th; and
 - on Sunday, 29th Nov for the remaining examinations in that school

Your school will be notified of the other collection times, for examinations in the following weeks.

- SEC will advise your school of the Collection Centre and allocated time for the first collection on Sunday, 15th November of examination material (for examinations schedules from 16th November to 22nd November). Under no circumstances should you disclose the location of the collection centre to anyone.
- The principal of your school will issue a letter of authorisation to you to collect the examinations material.
- You must bring the following with you on the day of collection:
 - Photographic I.D. – passport, driver's licence, Public Services Card
 - Letter of authorisation from your school to collect the locked examinations box from the collection centre (Template letter enclosed with this Circular 21/20)
- You must wear an appropriate face covering at all times and follow the instructions of staff at the collection centre in relation to COVID 19.

- On receipt of the locked box containing examinations question papers, examinations material, examinations stationery and the envelope for the SEC appointed Superintendent, you should immediately return the box safely to your school on each day of the collection.
- Under no circumstances should examination papers be left unattended while being transported to the place of custody in your school
- **You are responsible for placing the examination material in the secure location in your school which must be locked at all times and not accessible to anyone but the examination aide and the SEC appointed Superintendent**
- Arrangement will be made with the SEC appointed Superintendent to contact your school to arrange a suitable time for him/her to come to the school to take ownership of the envelope and to check and organise the contents of examinations box, prior to commencement of examinations.



State Examinations Commission
Cornamaddy, Athlone, Co. Westmeath.

State Examinations – November 2020

Appendix 6

Instructions to the Examinations Aide – Logistical Support Role

- You are the school's appointed person, responsible for assisting, supporting and liaising with the SEC appointed Superintendent, for the conduct of examinations on the weekday evenings and at weekends over the course of the schedule.
- **Your greatest responsibility of this Examinations Aide is the custody of the examination box and papers**

Anyone, including an Examinations Aide found guilty of improper conduct will render himself/herself liable to have action taken against him/her – the Education Act 1998 includes criminal offences which relate to the Certificate Examinations (see APPENDIX

- In line with current health policy, you must adhere to:
 - Social distancing of 2 metres at all times while on the school premises where examinations take place
 - Wearing an appropriate face covering (e.g. a mask) at all times while on the school premises where examinations take place.
 - Practice good hygiene by using a tissue to cover coughs or sneezes or to cough or sneeze into your elbow.
 - **NOT** attending for any examination(s) if, for example, you are displaying any symptoms of COVID-19, suffering from the virus, awaiting results of COVID 19 test or have been advised to self-restrict/isolate at the time of the examination(s).
- You should familiarise yourself with the timetable, the matrix and centre roll for examinations in your school.
- You should ensure that the classrooms or other spaces are suitably prepared, for each examination before each session, for example, that centres for aural examinations are acoustically appropriate. You should also ensure that centres provide social distancing
- You should make arrangements for the necessary cleaning, sanitising etc, and, in turn, that these spaces are left ready for normal school use at the conclusion of each examination session, including cleaning, sanitising etc.
- Ensure that the SEC appointed Superintendent completes the COVID 19 contact tracing form and wears an appropriate face covering for the duration of their stay in your school.
- Liaise with SEC-appointed superintendent to allow this superintendent access to the locked question paper box held in your school's secure location to obtain question papers for each examination.

- Validate with the SEC appointed superintendent, the question paper packages for each session to ensure that the correct subject and level is taken out the secure examinations box for each examination session.
- Meet the candidates on arrival and ensure that each candidate completes the COVID form and wear appropriate face coverings for the duration of their stay in your school.
- Direct candidates to the SEC Appointed Superintendent for sign-in and then direct them to where their examination will take place.
- Assist the SEC superintendent in completing the necessary paperwork associated with confirming actual attendance and the levels taken.
- Liaise with the SEC appointed superintendent in the event of any difficulties occurring during the examinations
- Provide assistance with the aural tests in Music and language subjects, and ensure there is appropriate equipment available, for example, the use of DVD for LCVP.
- Provide assistance with reasonable accommodations for candidates
- For schools with computer science examination, liaise and assist the computer science teacher
- In the event of you, a candidate, Superintendent or attendant falling ill due to COVID during an examination, please follow your school's COVID 19 protocol. **Contact SEC immediately SEC at 1800 111 135 or 1800 111 136**
- Where appropriate, depending on local school arrangements, you should ensure that the school premises are locked up and the alarm set as required after every examination.



State Examinations Commission

Appendix 7

COVID-19 Declaration Form – Attendance at State Examinations

To help prevent the spread of COVID-19 at State Examinations, every Candidate must complete and sign this form and return it to Superintendent at the school on the day of each examination.

N.B. Every question must be answered.

Candidate Name: _____
Address: _____

Examinations Number _____

Please answer each Question by circling Yes or No

1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, flu like symptoms or loss or change to your sense of smell or taste now or in the past 14 days? YES NO

2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?

YES NO

3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes altogether in 1 day)?

YES NO

4. Have you been advised by a doctor to self-isolate at this time?

YES NO

5. Have you been advised by a doctor to cocoon at this time?

YES NO

6. Please provide details* below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe participation at the State Examinations.

Further information on people at higher risk from Coronavirus can be accessed at <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>

* If you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 6. If your situation changes after you complete and submit this form, please tell the superintendent at the school.

Signature: _____

Print Name: _____

State Examinations Commission



Appendix 8

COVID-19 Declaration Form – Attendance at State Examinations

To help prevent the spread of COVID-19 at State Examinations, every Superintendent must complete and sign this form and return it to the Examinations Aide on the day of each examination.

N.B. Every question must be answered.

Superintendent Name: _____

Address: _____

PPSN Number _____

Please answer each Question by circling Yes or No

1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, flu like symptoms or loss or change to your sense of smell or taste now or in the past 14 days? YES NO

2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? YES NO

3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes altogether in 1 day)? YES NO

4. Have you been advised by a doctor to self-isolate at this time? YES NO

5. Have you been advised by a doctor to cocoon at this time? YES NO

6. Please provide details* below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe participation at the State Examinations

Further information on people at higher risk from Coronavirus can be accessed at <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>

* If you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 6. If your situation changes after you complete and submit this form, please tell the Exam Aide at the school.

Signature: _____

Print Name: _____



State Examinations Commission
Cornamaddy, Athlone, Co. Westmeath.

State Examinations – November 2020

Appendix 9

COVID 19 - Public Health Advice for Candidates

Public health guidelines at the time of scheduled examinations will apply.

In line with current policy, all candidates must adhere to:

- Social distancing of 2 metres at all times while on the school premises where examinations take place
- Wearing an appropriate face covering (e.g. a mask) at all times while on the school premises where examinations take place. Candidates will not be permitted to enter examinations without appropriate face coverings
- Practice good hygiene by using a tissue to cover coughs or sneezes or to cough or sneeze into your elbow.
- **NOT** attending for any examination(s) if, for example, you are displaying any symptoms of COVID-19, suffering from the virus, awaiting results of COVID 19 test or have been advised to self-restrict/isolate at the time of the examination(s).

To help prevent the spread of COVID-19 at examinations, every candidate must complete and sign the SEC COVID 19 Declaration Form

What should I do if I show symptoms of COVID-19 in the immediate days before the examination/s or on the morning/day of the examinations?

It is important to emphasise that if you are feeling unwell, you should not attend the examination/s. The health and wellbeing of other candidates, staff etc is of utmost importance. GP or GP out of hours services should be contacted immediately for advice.

What should I do if I begin to feel unwell during an examination?

If you develop symptoms suggestive of COVID-19 during an examination, you should immediately inform the superintendent invigilating the examinations, who will arrange for you to be brought to isolation.

If immediate medical attention is not required, arrangements will be made for you to be brought home immediately (public transport of any kind should not be used), from where you can continue to self-isolate and phone your doctor for advice on further management and whether COVID-19 testing is required

If emergency medical care is required, emergency services (ambulance) will be called and your next of kin will be informed without delay



State Examinations Commission
Cornamaddy, Athlone, Co. Westmeath.

State Examinations – November 2020

Appendix 10

COVID 19 - Public Health Advice for SEC Appointed Superintendents

Public health guidelines at the time of scheduled examinations will apply.

In line with current policy, all SEC appointed superintendents must adhere to:

- Social distancing of 2 metres at all times while on the school premises where examinations take place
- Wearing an appropriate face covering (e.g. a mask) at all times while on the school premises where examinations take place.
- Practice good hygiene by using a tissue to cover coughs or sneezes or to cough or sneeze into your elbow.
- **NOT** attending for any examination(s) if, for example, you are displaying any symptoms of COVID-19, suffering from the virus, awaiting results of COVID 19 test or have been advised to self-restrict/isolate at the time of the examination(s).

To help prevent the spread of COVID-19 at examinations, every SEC appointed superintendent must complete and sign the COVID 19 Declaration Form

If a SEC appointed superintendent shows symptoms of COVID-19 in the immediate days before the examination/s or on the morning/day of the examinations, they should not attend the examination/s. The health and wellbeing of candidates and other staff is of utmost importance. GP or GP out of hours services should be contacted immediately for advice.

Contact SEC immediately so that a replacement Superintendent can be arranged at **SEC 1800 111 135 or 1800 111 136**

If a superintendent begins to feel unwell during an examination, they should immediately inform the Examinations Aide, who will arrange for him/her to be brought to isolation.

If immediate medical attention is not required, arrangements will be made for him/her to be brought home (public transport of any kind should not be used), from where they can continue to self-isolate and phone a doctor for advice on further management and whether COVID-19 testing is required

If emergency medical care is required, emergency services (ambulance) will be called and next of kin will be informed without delay.