



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Circular S16/2021

Payment Arrangements for School Appointed Personnel including Panel of Registered Teachers, Superintendents for the Non-Curricular Language Proficiency Assessment and other additional Costs for the Running of the Leaving Certificate (Examinations and Accredited Grades) 2021

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 and other additional costs for Examinations 2021. In the case of ETB's, this also includes Further Education Settings such as VTOS and Youthreach where examinations are taking place.

How to Claim the Costs from the SEC

Schools are required to arrange payment to school appointed personnel engaged in examinations roles; maintain records of these activities; and collect receipts from those paid to facilitate claiming payment for SEC in due course. At the end of the examination period, schools should claim the costs incurred for the Leaving Certificate (Examinations and Accredited Grades) 2021 from the SEC, to include the Leaving Certificate Aides, Oral Interviewers, all school appointed Superintendents, the Panel of Registered Teachers (out-of-school Accredited Grade process) and miscellaneous expenses. The relevant forms and receipts, including the master claim form, are detailed at the end of this circular and are available on the SEC website at www.examinations.ie

Advance Payments to Schools

Schools were paid advance payments for the 2020 Leaving Certificate. As the 2020 examination was on a much smaller scale than provided for, many schools are already in receipt of advance funding from the SEC which will be offset against 2021 monies. However, schools are likely to incur significant additional costs this year in light of the increase in allocation of Leaving Certificate Aide days (for both examinations and Accredited Grades) and the new model for the oral tests. As a result, the SEC will be arranging to make a further advance payment to schools to defray some of

the additional costs associated with the 2021 Leaving Certificate. This will issue to schools in June. Both advances will be offset against the final 2021 claim

Refunds to Schools

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

1. Leaving Certificate Aides
2. Oral Interviewers
3. School appointed Superintendents for special centres, LCVP, LCA ICT and Computer Science
4. Attendants
5. Panel of Registered Teachers (out-of-school Accredited Grades process)
6. Miscellaneous -
 - Cleaning and Caretaking
 - PPE
 - Light and Heat
7. Transport costs associated with candidates travelling to school for examinations over Easter holidays and on Saturdays

Rates of Payment 2021

All existing rates of pay have been increased by 2% for 2021 Examinations in line with relevant Public Service pay agreements.

1. Leaving Certificate Aides

The role and rate of payment for individuals appointed as Leaving Certificate Aides, under the terms and conditions for appointment to the position as set out in Circular S15/2021 *Additional Supports to Schools*, is as follows:

| | |
|--|---------|
| Leaving Certificate/LCA Aides Rate per Day | €146.19 |
|--|---------|

Circular S15/2021 details the number of Leaving Certificate (Examinations and Accredited Grades) Aide days available to schools which depends on the number of candidates in the school and the range of activities that are required to meet the needs of candidates in that school.

Leaving Certificate Applied Aide

Subsequent to Circular 15/2021 it was announced that **an additional 7 Leaving Certificate Aide** days will be available **for the LCA co-ordinator** to support the Leaving Certificate Applied programme

Given the support and guidance provided by the LCA co-ordinator to both planning and organising the school's Accredited Grades process and the additional work required to support the examinations in 2021, an additional allocation of 7 Leaving Certificate Aide days is available to facilitate this work. The additional allocation reflects the range of activities that the LCA co-ordinator will undertake this year which, will include planning and organising the LCA oral examinations and assisting with all stages of the LCA Accredited Grades process. They will also

undertake additional data gathering in relation to the students' options in LCA Year 1 and support Year 2 students in relation to further engagement with the Candidate Self-Service Portal (CSSP). Further information is available in *Leaving Certificate Applied 2021 – Guide for Schools on Providing Estimated Marks* (April 2021).

2. Oral Interviewers

The rate of payment for teachers appointed as Oral Interviewers for the conduct of the Oral examinations 2021, is set out in SEC Circular 13/2021, and is as follows:

| Leaving Certificate Oral Interviewers | Per Candidate |
|--|----------------------|
| Gaeilge Foundation Level | €14.60 |
| All other subjects/levels | €19.56 |

The rates reflect the changed format and the timing of the interviews which are taking place at a time in the school year at which examination activities are not normally taking place.

For 2021, Oral Interviewers are included in the approved list of school appointed personnel whose costs of employment (including employer's PRSI at the appropriate rate related to the role) will be refunded by the SEC.

Travel and Subsistence is not payable to oral interviewers. If a school selects a teacher from outside their school, any travel and related expenses must be borne by the school.

In relation to Leaving Certificate Applied Oral Examinations, the interviewer rates in the table below will apply.

| Leaving Certificate Applied Oral | Per Candidate |
|---|----------------------|
| English and Communication | €16.78 |
| Gaeilge Chumarsaideach | €10.74 |
| Modern European Languages | €10.74 |

These rates reflect the changed format and the timing of the interviews.

3. School appointed Superintendents for Special Centres, LCVP, Non- Curricular Language Proficiency Assessment, LCA – Information and Communication Technology (ICT) and Computer Science

Special Centre Superintendents

Throughout the year, the SEC has issued details to schools of candidates approved the use of reasonable accommodation(s) for the Leaving Certificate examinations. The SEC will be providing a summary report of the decisions already issued to schools (the RACE Matrix) in advance of the commencement of the examinations which will include details of approved special examination centres. A separate guidance document for schools on the implementation of access arrangements approved under the RACE Scheme will be provided. The school is required to locally-appoint superintendents to special examination centres and to undertake duties as Reader and/or Scribe as appropriate. The rates for school appointed

superintendents (which include the duties of Reader and/or Scribe) for special centres for the June examinations are as follows;

| | |
|--|--------------------|
| School appointed Superintendent (Non-SNA) Rate | €60.20 per session |
| School appointed Superintendent (SNA) Rate | €45.94 per session |

Schools will be provided with final confirmation of candidates approved reasonable accommodations later in May. In the meantime, schools can plan for their special centre requirements based on the individual approvals received during the year and the candidate matrix of information confirmed by candidates on Phase 2 of the Candidate Portal showing the examination entries which was issued to schools on Monday 10 May. This year there are likely to be changes between now and the examinations and during the examination candidate attendance may be unpredictable.

All school Superintendents appointed to approved Special Centres (using the most up to date information available) will be paid for a minimum of 8 examination sessions.

| | |
|--|-------------------------|
| School appointed Superintendent (Non-SNA) Rate | €60.20 per session rate |
| School appointed Superintendent (SNA) Rate | €45.94 Per session rate |

The SEC hopes that this approach will enable a flexible approach in schools. In light of COVID-19, It is likely that additional assistance will be sought from school with superintending of main examination centres, for example, to cover short absences by main centre superintendents (for example, due to illness or to attend for a vaccination appointment).

LCVP Link Modules Examination and Department of Education run Non- Curricular Language Proficiency Assessment

Both assessment events were held on Saturday 8 May. Schools may have had one, none, or both of these assessments on that date. Schools which had LCVP and also candidates taking the Non-Curricular Language subjects were asked to utilise the same logistical and superintending arrangements for the NCL Proficiency Assessment that afternoon. The appropriate fee should be paid to the school appointed superintendent and a refund claimed from the State Examinations Commission.

| School Appointed Superintendent Role | Rate |
|--|-------------|
| LCVP Link Modules | €180.60 |
| LCVP Link Modules & Non-Curricular Language Proficiency Assessment | €240.80 |
| Non-Curricular Language Proficiency Assessment | €120.40 |
| LCVP Special Centre Superintendent (Non-SNA) Rate* | €120.40 |
| LCVP Special Centre Superintendent (SNA) Rate* | € 91.88 |

* Saturday rates for centres sanctioned by SEC under the RACE Scheme

Travel and Subsistence is not payable. If a school selects a teacher from outside their school, any travel and related expenses must be borne by the school.

LCA – Information and Communication Technology (ICT)

The session rate of payment to Superintendents for the LCA ICT examination on Wednesday 12th May 2021 is outlined below:

| | |
|---|--------|
| School appointed Superintendent LCA - ICT | €60.20 |
| Special Centre Superintendent (Non-SNA) Rate* | €60.20 |
| Special Centre Superintendent (SNA) Rate * | €45.94 |

* Rate for centres sanctioned by SEC under the RACE Scheme

Details of the examination arrangements will issue prior to the commencement of the examination.

Computer Science

As the Computer Science teacher needs to be available on Saturday 22nd May for the duration of the examination, they may claim the examination aide rate of €146.19 for this examination in line with Circular S15/2021.

Saturday rate of payment for Superintendents for the Computer Science examination held on Saturday 22nd May 2021 is outlined below.

| | |
|--|---------|
| School appointed Superintendent Computer Science | €180.60 |
| Special Centre Superintendent (Non-SNA) Rate* | €120.40 |
| Special Centre Superintendent (SNA) Rate * | € 91.88 |

* Saturday rate for centres sanctioned by SEC under the RACE Scheme

4. Examination Attendants

Student attendants, nominated by schools, assist the Superintendents throughout the examinations. Students attendants have a range of assigned duties including assisting in the setting up of the centres; escorting candidates to and from the bathroom; by acting as a link between the examination centre and the school authority.

Due to COVID 19 restrictions, the maximum number of candidates assigned to any main examination centre for the 2021 examinations is 23. Attendants should be appointed on the basis of 1 attendant per main examination centre noting that the SEC does not provide for attendants for special examination centres.

In making decisions to assign attendants, schools should refer to the number of centres that appear on the Centre Report which will issue from the SEC shortly. While it is likely that the numbers of candidates will fall between now and the examinations, the SEC recognises the need for schools to have data on which to plan their decisions.

The Attendant timesheet will specify the rates applicable.

5. Panel of Registered Teachers as part of the Out-of-School Accredited Grade process

For the purposes of the Out-of-School Learner and Subjects process in the system of Accredited Grade, a panel of three registered teachers/tutors should be appointed by the school Principal. For full details, see [Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners](#) published by the Department of Education on 26 April, 2021. Appointment to these panels should be in line with the guidance document. In brief, the panel shall include two core members who will be involved in the review of all cases. The third member of the panel should be chosen so as to provide a balance of expertise across the curriculum. Normally, panel members will be serving teachers/tutors in the school but if necessary, a panel member may be sourced elsewhere (e.g. from former staff or staff from other schools). Travel and Subsistence is not payable. If a school selects a teacher from outside their school, any travel and related expenses must be borne by the school

The Principal of the school, or the Co-Ordinator/Manager of the centre, shall not be a member of the panel. Participation on the panel is voluntary. The rate of payment is as follows;

| | |
|------------------------------|------------------------------|
| Panel of Registered Teachers | €34.74 per subject reviewed. |
|------------------------------|------------------------------|

6. Miscellaneous Expenses

Reasonable additional costs specifically incurred in relation to heating/lighting, cleaning, caretaking and PPE within schools associated with the examinations taking place over the Easter holidays or if the school is conducting Computer Science or LCVP on Saturday, will be reimbursed by SEC.

Reasonable additional costs specifically incurred in relation to cleaning and PPE within schools associated with the examinations in June 2021, will be reimbursed by the SEC.

A claim for the additional costs relating to cleaning and PPE should only be made where the COVID 19 capitation payment provided by the Department of Education has been expended.

| Miscellaneous Expenses | Guide |
|-------------------------------------|---|
| Heating/Lighting | Based on a reasonable proportion of amenity bills for the duration of examinations and the number of examination sessions held in the school over the Easter holidays and on Saturdays. |
| Caretaking | Based on agreed rates of pay in the school |
| Cleaning | Based on agreed rates of pay in the school |
| Cleaning products hand sanitiser | Cleaning products and hand sanitiser used specifically for the examinations |
| PPE | Emergency supplies of face coverings/masks to be provided to candidates in the event of them not providing it themselves. |

7. Transport associated with candidates travelling to schools for examinations over the Easter holidays and on Saturdays

With regard to school transport and under the terms of the Department of Education's School Transport Scheme, school transport services for eligible candidates generally operate during the standard school year and the State Examinations in June, to facilitate a candidates' attendance during normal school opening and closing times only.

The Leaving Certificate Music performance tests and the LCA Tasks took place over the Easter holidays; the designated period for the Oral Language interviews included evenings, weekends and the Easter Holidays; the LCVP Links Modules and Computer Science examinations are on Saturdays. These are all time periods during which the School Transport Scheme is not operational. Schools were asked to facilitate the attendance of candidates using taxi services in the following limited circumstances. The candidates must have been:

- eligible for school transport under the terms of the Department's School Transport Scheme and
- availing of school transport in the current school year for whom transport services were not available over the period 26 March to 11 April (noting school resumed on 12 April) for Oral examinations,
- attending for an examination event over this period noting that this should have been considered when scheduling candidates, and
- attending LCVP on Saturday 8th May 2021 and/or Computer Science on Saturday 21st May 2021

The SEC will reimburse schools for reasonable costs of such services on the production of valid receipts.

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.

Please apply the appropriate PRSI classes as instructed by the Department of Social Protection.

The appointment of school personnel for the examinations is generally 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 school appointed personnel.

How to Claim for Payment

All documentation relating to payments to school appointed personnel for examinations 2021 should be retained by Schools during the examination process. All claims are to be held and sent together in one submission at the end of all activities relating to examinations 2021.

All claims for reimbursement **must be made on the appropriate SEC forms.** The composite Overview Form OS 2021 must be completed and returned with all completed individual claim forms to 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 the governing ETB for payment.

All claim forms are available from the Schools section of www.examinations.ie.

The use of non-SEC claim 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 or CEO of the ETB as appropriate. 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 / 2801 / 2847 or via e-mail to schoolspayable@examinations.ie

Antoinette McHugh
Higher Executive Officer
Finance Division
May 2021

Forms are available on www.examinations.ie

- **OS 2021 - Schools Overview Claim Form**
- **Form E.A.1. 2021 - Leaving Certification Aide 2021**
- **Oral Form P1 2021 – Claim for a refund of fees paid to Oral Interviewer**
- **LCA Oral Form P1 2021 – Claim for a refund of fees paid to LCA Oral Interviewer**
- **Form P1 2021 – Claim for Refund of Fees paid for LCVP/Computer Science/Listed LCA Subjects/Aural /Proficiency Assessment**
- **Form P1 Receipt – 2021 LCVP/Computer Science/Listed LCA Subjects/Aural /Proficiency Assessment**
- **SP1 2021 - Claim for Refund of Fees paid to school appointed Superintendents where reasonable accommodation arises**
- **Claim Form RT - Panel of Registered Teachers – Out-of-School Accredited Grades process**
- **Attendant’s Timesheets**