



FSSU
Financial Support
Services Unit

Training for School Personnel on State Examinations 2021

May 2021

Agenda

1. Introduction
2. SEC claim process
3. SEC forms
4. Completion of school appointed personnel forms
5. Payment of school appointed personnel
6. Retention of forms
7. Completion of SEC claim
8. SEC Funding

Introduction

The State Examination Commission (SEC) requires schools to arrange:

- payment to school appointed personnel engaged by the school in examination roles
- Maintain records of these activities
- and collect receipts from those paid to facilitate claiming payment from the SEC in due course

State Examination Commission Claim Process

- 1 The school must appoint the necessary State Examination personnel as outlined in the circulars.
2. The examination aide will make the arrangements for the exams with the school appointed personnel.
3. The appropriate forms will be completed by the Exam Aide for all employees giving full details for the work completed and the amount due. The forms must be signed by the school appointed personnel.

State Examination Commission Claim Process

4. The payroll is processed using the details on the completed forms
5. The employee must sign the form before receiving the payment.
6. The forms must be retained and filed under each category.
7. When the exams are complete the office must complete the claim form(s)
8. The SEC claim forms and the supporting signed forms are sent to the SEC.

School appointed Personnel & Other

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

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

Completion of School Appointed Personnel forms

The **following forms** should be completed by the Exam Aide and signed by the school appointed examination personnel before payment is made. The office should supply the Exam Aide with sufficient forms under each category for completion.

1. Oral Form P1 2021 – Claim for a refund of fees paid to Oral Interviewer
2. LCA Oral Form P1 2021 – Claim for a refund of fees paid to LCA Oral Interviewer
3. Form P1 Receipt – 2021 LCVP/Computer Science/Listed LCA Subjects/Aural /Proficiency Assessment
4. SP1 2021 - Claim for Refund of Fees paid to school appointed Superintendents where reasonable accommodation arises
5. Form RT Receipt – Panel of Registered Teachers - Out-of-school accredited grade process
6. Attendant's Timesheets (under 18 and over 18 years old)

The completed forms must be returned to the office for processing the payroll. The forms must be retained by the school for submission to the State Examination Commission with the claim for the refund.

Completion of School Appointed Personnel forms

The **following forms** should be completed in the office:

1. Form E.A.1. 2021 - Leaving Certification Aide reimbursement form 2021
2. Form P1 2021 – Claim for Refund of Fees paid for LCVP/Computer Science/Listed LCA Subjects/Aural /Proficiency Assessment.
3. Claim Form RT - Panel of Registered Teachers – Out-of-School Accredited Grades process.
4. OS 2021 - Schools Overview Claim Form

The forms should be completed using the payroll records and the signed claim forms received from the school appointed examination personnel.

Oral Interviewers Claim Form

Oral Form P1 2021					
Certificate Examinations 2021					
CLAIM FOR REFUND OF FEES PAID FOR ORAL INTERVIEWER					
School Name: <u>St Mary's College</u>			School Roll No: <u>12356p</u>		
Name (BLOCK CAPITALS): <u>Mary Brown</u>					
ORAL INTERVIEWER					
SUBJECT	Total Number of Candidates		TOTAL AMOUNT DUE	Office Use Only	
	Foundation	HL/OL		FL	HL/OL
GAEILGE(€19.56)		15	293.4		
FRENCH					
		TOTAL:	€293.40		
Signed: <u>Mary Brown</u>			Date: <u>31/03/2021</u>		
(Interviewer)					
DECLARATION:					
I certify the Interviewer has carried out their duties in a satisfactory manner.					
I certify I have paid the Revenue Commissioners the appropriate PAYE, PRSI & USC.					
I certify I have paid the Revenue Commissioners the employers PRSI.					
I now claim a total refund of € <u>294.86</u> (which includes the Employer PRSI @ class J1).					
Signed: <u>John Smyth</u>			Date: <u>01/04/2021</u>		
(Principal)					

Form P1- Receipt

Foirm P1- Adhmháil 2021
Form P1- Receipt 2021

Uimhir Rolla na Scoile:
 School Roll Number: 12345P_____

Admháil – GCAT/ Ríomheolaíocht / Ábhair Liostaithe ATF / Cluastuisceanna/Measúnú Inniúlachta
Receipt – LCVP/ Computer Science / Listed LCA Subjects / Aural / Proficiency Assessment

Fuarthas ó/Ainm na Scoile:
 Received from/School Name: ST Mary's College_____

An méid:
 The sum of: €180.60_____

DATE/DATAI	SUBJECT/ABHAR NA SCRUDUITHE:	LC/LCA/Ass.	RATE/RATA
22/05/2021	Computer Science	LCA	180.60

Síniú an Feitheora:
 Signature of Superintendent: Jack Jones_____

Dáta:
 Date: 22/05/2021_____

Uimhir PSP:
 PPS number: 4569871B_____

N.B. Ní mór an Adhmháil P1 a chur ar ais leis an bhFoirm P1 2021
N.B. This P1 Receipt must be returned with Form P1 2021

Form SP1 Claim School appointed Superintendents

Form SP1 2021							
TO BE COMPLETED INDIVIDUALLY FOR EACH SPECIAL CENTRE SUPERINTENDENT							
CERTIFICATE EXAMINATIONS 2021							
CLAIM FOR REFUND OF FEES PAID TO SCHOOL APPOINTED SUPERINTENDENTS WHERE REASONABLE ACCOMMODATION ARISES							
Name (BLOCK CAPITALS): Ann Burns				PPS NO: 89632471			
School: St. Mary's College				School Roll No: 12345P			
Separate Centre Number	Exam Number OR if * SHARED CENTRE: A, B, C etc.	Primary Duties i.e. Superintendent, Reader, Scribe	Date	Rate €60.20/€45.94 (Non-SNA/SNA)	Session Please Tick ✓		Total Amount
					AM	PM	
4568	24567	reader	10 /6/21	60.2	×		60.2
2365	36892	Scribe	11 /6/21	60.2		×	60.2
			/6/21				
Sub - Total:							120.4
* SHARED CENTRE CANDIDATE EXAMINATION NUMBERS:				Plus 0.5% PRSI:		0.6	
A:	B:	C:	TOTAL:				121
Signed: Ann Burns				Approved SNA (Y/N): <u> Y </u>			
Superintendent				SNA's Own Candidate (Y/N): <u> </u>			
				Date: 12/06/2021			
DECLARATION:							
I certify that							
(a) The person named above has carried out their duties in a satisfactory manner.							
(b) I have paid to the Revenue Commissioners the appropriate PAYE / PRSI and USC.							
(c) I have paid to the Revenue Commissioner's the employers PRSI and applied PRSI class J1.							
Signed: John Smyth				Date: 13/06/2021			
Principal							
Please note: Use only ONE signed Form SP1 2021 for each superintendent							

Payment of School Appointed Personnel

1. School appointed personnel associated with running the leaving certificate must be
 - a) registered with ROS and
 - a) the payment processed through the school's computer payroll package.

Note in order to process payroll in a timely manner it is important that each employees PPS number is received.

2. 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.

Payment of School Appointed Personnel

3. The appointment of school personnel for the examinations is covered under **Class J PRSI**.
4. The rate of employer PRSI under this class is 0.5%. The SEC will refund to schools the employer PRSI at the J PRSI rate.

Payments are exempt from the Additional Superannuation Contribution (ASC).

Retention of forms

All documentation relating to payments to school appointed personnel for examinations 2021 should be retained by the school 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.

1. List of Forms

2. Oral Form P1 2021 – Claim for a refund of fees paid to Oral Interviewer
3. LCA Oral Form P1 2021 – Claim for a refund of fees paid to LCA Oral Interviewer
4. Form P1 Receipt – 2021 LCVP/Computer Science/Listed LCA Subjects/Aural/Proficiency Assessment
5. SP1 2021 - Claim for Refund of Fees paid to school appointed Superintendents where reasonable accommodation arises
6. Form RT Receipt – Panel of Registered Teachers - Out-of-school accredited grade process
7. Attendant's Timesheets (under 18 and over 18 years old)

Completion of State Examination Refund Claim

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

**Finance Section,
State Examinations Commission,
Cornamaddy,
Athlone, Co Westmeath.**

Completion of State Examination Refund Claim

- All claims for reimbursement must be signed by the recipient in the school and the Principal of the school.
- Claims that are completed incorrectly, inaccurately and /or unsigned will be returned in their entirety to the school.
- The use of **non-SEC claim forms** will result in the entire claim being returned to the School.

FORM E.A.1 Leaving Certificate Aide

**LEAVING CERTIFICATE AIDE
SCHOOL REIMBURSEMENT FORM 2021**

NAME OF SCHOOL: St. Mary's College SCHOOL ROLL NO: 12345P

1. TOTAL NUMBER OF CANDIDATES SITTING 2021 WRITTEN EXAMINATIONS:

(*SEE RELEVANT TABLE OF CIRCULAR S15/2021):

2(a). **ORALS:** NUMBER OF DAYS FOR WHICH REMUNERATION IS SOUGHT (*max 10 days). Dates: _____

2(b). **MAY EXAMS:** NUMBER OF DAYS FOR WHICH REMUNERATION IS SOUGHT (*max 4 days. 2 days may be claimed for each Saturday).
Dates: _____

3. LEAVING CERTIFICATE AIDE NAME: Mary Kelly

4. AMOUNT PAID TO LEAVING CERTIFICATE AIDE:

No. of Days	20	@ daily rate of €146.19	= € 2,923.80
		+ 0.5% Employers PRSI	= € 14.62
TOTAL AMOUNT			= € <u>2,938.42</u>

SIGNATURE: Mary Kelly **DATE:** 25/06/2021
SIGNATURE OF LEAVING CERTIFICATE 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.
I now claim a total refund of € 2938.42,(which includes the Employer PRSI @ class J1).

SIGNATURE OF PRINCIPAL: John Smyth **DATE:** 30/06/2021

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



Form OS-2021 Overview Claim Form

SUMMARY OF SCHOOL CLAIM

REIMBURSEMENT OF EXPENSES IN RESPECT OF LOCALLY APPOINTED PERSONNEL 2021 SCHOOL ROLL: 12345P_

PART 1	E.A.1	LEAVING CERTIFICATE AIDE						CODE EA
		20	DAYS	@	€146.19	PER DAY:	2923.8 A	
						.5% (of A) EMPLOYERS PRSI:	14.62 B	
			TOTAL PAYABLE FOR LEAVING CERTIFICATE AIDE A + B :				2938.4 C	
PART 2		AL INTERVIEWER / AURAL / COMPUTER SCIENCE / LCVP / LISTED LCA SUBJECTS / PROFICIENCY ASSESME						CODE PE
		2	LC ORAL INTERVIEWER	@	€14.60	PER CANDIDATE:	146 A	
		3	LC ORAL INTERVIEWER	@	€19.56	PER CANDIDATE:	1173.6 B	
		1	LCA ORAL INTERVIEWER	@	€10.74	PER CANDIDATE:	53.7 C	
		1	LCA ORAL INTERVIEWER	@	€16.78	PER CANDIDATE:	167.8 D	
		1	AURALS / LCA IT / LCA COMMUNICATIVE IRISH	@ (SNA)	€45.94	PER SESSION:	229.7 E	
		1	AURALS / LCA IT / LCA COMMUNICATIVE IRISH	@ (NON SNA)	€60.20	PER SESSION:	301 F	
		1		@	€120.40	PER DAY:	120.4 G	
		2	LCVP / COMPUTER SCIENCE (SPECIAL CENTRE)	@ (SNA)	€91.88	PER DAY:	183.76 H	
		1	LCVP / COMPUTER SCIENCE (SPECIAL CENTRE)	@ (NON SNA)	€120.40	PER DAY:	120.4 I	
		1	LCVP / COMPUTER SCIENCE	@	€180.60	PER DAY:	180.6 J	
		1	LCVP & LANGUAGE PROFICIENCY ASSESSMENT	@	€240.80	PER DAY:	240.8 K	
			A + B + C + D + E + F + G + H + I + J + K :				= 2917.76 L	
			0.5% (of L) EMPLOYERS PRSI:				= 14.59 M	
			TOTAL PAYABLE L + M :				= 2932.35 N	

Form OS-2021 Overview Claim Form

PART 3		MISCELLANEOUS EXPENSES - ASSOCIATED WITH ORAL INTERVIEWS / MUSIC PRACTICAL / LCA TASKS ONL					CODE AS	
					LIGHT / HEATING:		=	100 A
					CARETAKING:		=	500 B
					CLEANING / PPE:		=	250 C
					CANDIDATE SCHOOL TRANSPORT COSTS (PLEASE ATTACH VALID RECEIPTS):		=	50 D
					TOTAL PAYABLE TO SCHOOL FOR MISCELLANEOUS EXPENSES A + B + C + D:		=	900 E
PART 4		SPECIAL CENTRES					CODE NS / SN	
	SP1 Form	1	(NON SNA) SESSIONS SUPERINTENDING	@ €60.20	PER SESSION:		=	301 A
				0.5%	(of A) EMPLOYERS PRSI:		=	1.5 B
					A + B:		=	302.5 C
		2	(SNA) SESSIONS SUPERINTENDING	@ €45.94	PER SESSION:		=	918.8 D
				0.5%	(of D) EMPLOYERS PRSI:		=	4.59 E
					D + E:		=	923.39 F
					TOTAL PAYABLE TO SCHOOL FOR SUPERINTENDING C + F:		=	1225.9 G
PART 5		ATTENDANTS					CODE AT	
	Attendants Time Sheets	2	25.84		ATTENDANTS:	+prsi	=	623.26
PART 6		OUT-OF-SCHOOL ACCREDITED GRADE PROCESS (PANEL OF REGISTERED TEACHERS)					CODE RT	
		30	SUBJECTS REVIEWED	@ €34.74	PER SUBJECT:	+prsi	=	1077.56
SIGNATURE OF PRINCIP		John Smyth			DATE:		30/06/2021	
		Part 1+2+3+4+5+6			TOTAL AMOUNT DUE:		€9,697.45	

State Examinations Commission-Funding

- The SEC made an advance payment in December 2019 for the 2020 State Examinations.
- Schools were advised to carry forward this unspent grant at the 31st August, 2020.
- Schools are likely to incur significant additional costs this year in light of the increase in allocation of Leaving Certificate Aide days and the new model for the oral tests.
- The SEC will be arranging to make a further advance payment to schools in June 2021.
- **Both advances will be offset against the final SEC 2021 claim**



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THANK YOU