

Financial Guideline 2020/2021 – 27

Community & Comprehensive Schools and Voluntary Secondary Schools

Payment Arrangements for School Appointed Personnel for SEC Examinations

1. Introduction
2. Refunds to Schools
3. Application of Tax, PRSI and USC
4. Advance Payments to Schools
5. Claims for Reimbursement
6. Rates of Payment 2021

1. Introduction

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 Overview claim form, are detailed in **Appendix 1** and are available on the [FSSU website](#) and the SEC website at www.examinations.ie under: Schools > Circulars/Information > Superintendents, Centres, Examination Aides.

Please note that claim forms will not be posted out to schools this year by the SEC.

[SEC Circular S16/2021](#) advises of the payment arrangements, including rates of payment, which will apply for school appointed personnel and other additional costs for Examinations 2021.

2. Refunds to Schools

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

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

3. Application of Tax, PRSI and USC

School appointed personnel associated with running the leaving certificate 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 appointments and to pay over any monies deducted in respect of same to the Revenue Commissioners.

The appointment of school personnel for the examinations 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.

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

In order to ensure that the payroll can be processed in a timely manner it is advisable that the following details are received from each employee on commencement of their duties:

- Name
- Address
- Date of Birth
- PPS Number
- Commencement date

4. 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.

5. Claims for Reimbursement

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](#) (excel file) must be completed and returned with all completed individual claim forms to Finance Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath.

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. Claims that are completed incorrectly, inaccurately and /or unsigned will be returned in their entirety to the school.

6. Rates of Payment 2021

(i) Leaving Certificate Aides

Leaving Certificate/LCA Aides Rate per Day	€146.19
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As per [SEC Circular S15/2021](#) the number of Leaving Certificate Aide days available will depend 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, as follows:

Leaving Certificate Examinations 2021

Purpose	Schools with up to 120 Leaving Certificate Candidates	Schools with 120 Leaving Certificate Candidates or more
	Max Days	Max Days
Oral Examinations Planning and Administration	8 Days	10 Days
Days for planning and organisation of the examinations associated with Covid-19	10 Days	12 Days
June Examinations	10 Days	10 Days
LCVP Examination – Saturday 8 May 2021 (As needed)	2 Days	2 Days
Computer Science Examination – Saturday 22 May 2021 (As needed)	2 Days	2 Days
Schools opening on two Sundays in June to provide for the receipt of the written examination papers (As needed; 2 Days may be claimed per Sunday)	4 Days	4 Days

Leaving Certificate Accredited Grades 2021

Purpose	Schools with up to 120 Leaving Certificate Candidates	Schools with 120 Leaving Certificate Candidates or more
	Max Days	Max Days
Accredited Grades including Learners and Subjects Out of School Including a Language Proficiency Assessment for students of noncurricular languages on the afternoon of Saturday 8th May	20 Days	20 Days

Subsequent to Circular S15/2021 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.

Relevant claim form: [Form E.A.1 2021 – Leaving Certification Aide 2021](#)

(ii) Oral Interviewers

The rate of payment for teachers appointed as Oral Interviewers for the conduct of the Oral examinations 2021:

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

Relevant claim form: [Oral Form P1 2021 \(Excel File\)](#)

In relation to the 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

Relevant claim form: [LCA Oral Form P1 2021 \(Excel File\)](#)

Note 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.

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

a. Special Centre Superintendents

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

All school superintendents appointed to approved special centres will be paid for a minimum of 8 examination sessions.

Relevant claim form: [SP1 2021 - Claim for Refund of Fees paid to school appointed Superintendents where reasonable accommodation arises](#)

b. 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.

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

Note 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.

c. 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

d. 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 S15/202.

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

Relevant claim forms:

[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](#)

(iv) Examination Attendants

Student attendants, nominated by schools, assist the Superintendents throughout the examinations. 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. Traditionally the attendants were paid by the superintendent in the individual centres. It is now the responsibility of the school to pay the attendants. These payments should be processed through the school payroll, at Class J or Class M for those under age 16. It is likely emergency tax rates will apply if the attendant has not previously registered with Revenue. To avoid this attendants should register for Revenue's myAccount now and register the school as their employer.

Please provide attendants with the Schools tax registration number for them to be able to do this. Any taxes that may deducted, where they have not registered can be reclaimed by the attendant logging on to their Revenue's MyAccount and selecting "Claim unemployment repayment" on the PAYE services card.

The Attendant timesheet will specify the rates applicable. Note if Employer's PRSI of .5% (Class J) is paid this should be written on to the end of the form, and added to the refund being claimed.

Relevant claim forms:

[Attendant's Timesheets - Over 18 years](#)

[Attendant's Timesheets - Under 18 years](#)

(v) 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](#). 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
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Relevant claim forms:

[Form RT - Panel of Registered Teachers – Out-of-School Accredited Grades process \(Excel File\)](#)

[Form RT Receipt 2021 – Panel of Registered Teachers bilingual](#)

(vi) Miscellaneous Expenses

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

For the examinations in June 2021, reasonable additional costs specifically incurred in relation to cleaning and PPE will be reimbursed by 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.

Relevant claim form: **Under Part 3 ‘Miscellaneous Expenses’**

[Form OS 2021 – School’s overview claim form \(Excel File\)](#)

(vii) Transport associated with candidates travelling to schools for examinations over the Easter holidays and on Saturdays

Schools were asked to facilitate the attendance of candidates for examinations over the Easter holidays and on Saturdays, 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.

Relevant claim form: Under Part 3 'Miscellaneous Expenses' on

[Form OS 2021 – School's Overview Claim Form \(Excel File\)](#)

Queries can be directed to the SEC Financial Section at phone numbers 090 - 644 2880 / 2801 / 2847 or via e-mail to schoolspayable@examinations.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

26th May 2021

Appendix 1

Forms are available on www.examinations.ie (under: Schools > Circulars/Information > Superintendents, Centres, Examination Aides) and on the [FSSU website](#) as listed below.

- [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](#)
- [Form RT Receipt 2021 – Panel of Registered Teachers bilingual](#)
- [Attendant's Timesheets -Over 18 years](#)
- [Attendant's Timesheets -Under 18 years](#)

Treoirlíne Airgeadais 2020/2021 – 27

Pobalscoileanna, Scoileanna Cuimsitheacha agus Meánscoileanna Deonacha

Socruithe Íocaíochta do Phearsanra arna Cheapadh ag an Scoil le haghaidh Scrúduithe an Choimisiúin um Scrúduithe Stáit (SEC)

7. Réamhrá
8. Aisíocaíochtaí do Scoileanna
9. Feidhmiú Cánach, ÁSPC agus MSU
10. Réamhíocaíochtaí do Scoileanna
11. Éilimh ar Aisíocaíocht
12. Rátaí Íocaíochta 2021

1. Réamhrá

Is gá do scoileanna:

- íocaíocht a shocrú do phearsanra arna cheapadh ag an scoil, atá i mbun róil a bhaineann le scrúduithe;
- taifid a choinneáil ar na gníomhaíochtaí sin; agus
- fáltais a bhailiú uathu siúd a íocadh, le go mbeadh sé níos éasca íocaíocht le haghaidh SEC a éileamh níos déanaí.

Ag deireadh thréimhse na scrúduithe, ba cheart do scoileanna na costais a tabhaíodh de bharr Ardteistiméireacht (Scrúduithe agus Gráid Thuartha) 2021 a éileamh ó SEC, agus áireofar leis sin na costais a bhaineann le Cuiditheoirí Ardteistiméireachta, Agallóirí Béaltrialacha, aon Fheitheoirí arna gceapadh ag an scoil, an Painéal Múinteoirí Cláraithe (próiseas Grád Thuartha lasmuigh den scoil) agus costais ilghnéitheacha.

Tá na foirmeacha agus fáltais ábhartha, lena n-áirítear an fhoirm éilimh Forléargais, leagtha amach in **Aguisín 1** agus tá fáil orthu ar [láithreán gréasáin FSSU](#) agus ar láithreán

gréasáin SEC www.examinations.ie faoi: Scoileanna > Ciorcláin/Faisnéis > Feitheoirí, Ionaid, Cuiditheoirí Scrúduithe.

Tabhair do d'aire nach mbeidh foirmeacha éilimh á seoladh ag SEC sa phost chuig scoileanna i mbliana.

Tá na socrúithe íocaíochta leagtha amach i [gCiorclán SEC S16/2021](#), lena n-áirítear na rátaí íocaíochta a bheidh ábhartha i gcás pearsanra arna cheapadh ag an scoil agus costais bhreise eile le haghaidh Scrúduithe 2021.

2. Aisíocaíochtaí do Scoileanna

Déanfaidh Coimisiún na Scrúduithe Stáit na costais a aisíoc i ndáil leis na ról seo a leanas:

- (viii) Cuiditheoirí Ardteistiméireachta
- (ix) Agallóirí Béaltrialacha
- (x) Feitheoirí arna gceapadh ag scoileanna le haghaidh ionaid speisialta, LCVP, LCA TFC agus Ríomheolaíocht
- (xi) Maoir
- (xii) Painéal Múinteoirí Cláraithe (próiseas Grád Tuartha lasmuigh den scoil)
- (xiii) Ilghnéitheach: Glantachán agus Airíochas, Trealamh Cosanta Pearsanta, Solas agus Teas
- (xiv) Na costais iompair a thabhaíonn iarrthóirí agus iad ag taisteal chuig an scoil le haghaidh scrúduithe i rith shaoire na Cásca agus ar an Satharn.

3. Feidhmiú Cánach, ÁSPC agus MSU

Aon phearsanra a cheapann an scoil chun an Ardteistiméireacht a rith, is gá dóibh a bheith cláraithe le ROS agus ní mór an íocaíocht dóibh a bheith próiseáilte trí ríomhphacáiste párolla na scoile. Is iad na scoileanna aonair atá freagrach as cáin ioncaim, ÁSPC agus MSU a riar i gcás na gceapachán thuasluaite agus as aon airgead a asbhaintear ina leith a íoc leis na Coimisinéirí Ioncaim.

Clúdaítear ceapachán pearsanra scoile le haghaidh scrúduithe faoi **ÁSPC Aicme J**. Is é an ráta ÁSPC fostóra faoin aicme seo ná 0.5%. Aisíocfaidh Coimisiún na Scrúduithe Stáit an ÁSPC fostóra le scoileanna ag an ráta cuí.

Tá na híocaíochtaí díolmhaithe ón Ranníocaíocht Aoisliúntais Bhreise (ASC).

Lena chinntiú gur féidir an párolla a phróiseáil go tráthúil, moltar na sonraí seo a leanas a fháil ó na fostaithe uile nuair a chuirtear tús lena ndualgais:

- Ainm
- Seoladh
- Dáta Breithe

- Uimhir PSP
- Dáta tosaithe

4. Réamhíocaíochtaí do Scoileanna

Rinneadh scoileanna a réamhíoc i gcomhair Ardteistiméireacht 2020. Ós rud é go raibh scrúdú 2020 ar scála i bhfad níos lú ná an soláthar a rinneadh lena aghaidh, tá réamhíocaíocht ón SEC faighte ag an chuid scoileanna cheana féin, agus is féidir an íocaíocht sin a chur in aghaidh airgead 2021.

Is dóchúil go dtabhóidh scoileanna costais bhreise shuntasacha i mbliana, áfach, i bhfianaise an mhéadaithe a rinneadh ar leithdháileadh laethanta Cuiditheora Ardteistiméireachta (le haghaidh scrúduithe agus grád tuartha araon), agus i bhfianaise na samhla nua do na béaltrialacha. Dá bharr sin, beidh socrú á dhéanamh ag SEC chun réamhíocaíocht bhreise a thabhairt do scoileanna chun gur féidir leo íoc as cuid de na costais bhreise a bhaineann le hArdteistiméireacht 2021. Eiseofar an íocaíocht sin do scoileanna i Meitheamh. Déanfar an dá réamhíocaíocht a fhritháireamh i gcoinne éileamh deiridh 2021.

5. Éilimh ar Aisíocaíocht

Aon doiciméadúchán i dtaca le híocaíochtaí do phearsanra arna cheapadh ag scoileanna le haghaidh scrúduithe 2021, ba cheart do scoileanna é a choimeád i rith phróiseas na scrúduithe. **Ní foláir na héilimh uile a choimeád agus a sheoladh le chéile in aon bheart amháin ag deireadh na gníomhaíochtaí ar fad a bhaineann le scrúduithe 2021.**

Is gá na héilimh go léir ar aisíocaíocht **a dhéanamh ar na foirmeacha SEC ábhartha.** [Is gá an Fhoirm Forléargais ilchodach OS 2021](#) (comhad Excel) a chomhlánú agus a sheoladh ar ais, agus na foirmeacha éilimh comhlánaithe ar fad cuimsithe inti, chuig an Rannóg Airgeadais, Coimisiún na Scrúduithe Stáit, Corr na Madadh, Áth Luain, Co na hIarmhí.

Má bhaintear úsáid as foirmeacha nach foirmeacha de chuid Choimisiún na Scrúduithe Stáit iad, cuirfear an t-éileamh uile ar ais chuig an scoil. Ní mór gach éileamh ar aisíocaíocht a bheith sínithe ag an bhfaighteoir sa scoil agus ag Príomhoide na scoile. Tabhair do d'aire go gcuirfear ar ais chuig an scoil ina n-iomláine aon éilimh nach bhfuil comhlánaithe go ceart cruinn agus/nó nach bhfuil sínithe.

6. Rátaí Íocaíochta 2021

(iv) Cuiditheoirí Ardteistiméireachta

Cuiditheoirí	Ardteistiméireachta	/	€146.19
Ardteistiméireachta Feidhmí (LCA) Ráta in aghaidh an Lae			

De réir [Chiorclán SEC S15/2021](#), braithfidh an líon laethanta a bheidh ar fáil do Chuiditheoirí Ardteistiméireachta ar an líon iarrthóirí sa scoil agus ar an réimse gníomhaíochtaí a theastaíonn chun freastal ar riachtanais na n-iarrthóirí sa scoil sin, mar seo a leanas:

Scrúduithe Ardteistiméireachta 2021

Cuspóir	Scoileanna ina bhfuil suas le 120 Iarrthóir Ardteistiméireachta	Scoileanna ina bhfuil 120 Iarrthóir Ardteistiméireachta nó níos mó
	Líon Laethanta Uasta	Líon Laethanta Uasta
Pleanáil agus Riar Scrúduithe Béil	8 Lá	10 Lá
Laethanta i gcomhair pleanáil agus eagrú na scrúduithe i dtaca le Covid-19	10 Lá	12 Lá
Scrúduithe an Mheithimh	10 Lá	10 Lá
Scrúdú LCVP – Satharn 8 Bealtaine 2021 (de réir mar is gá)	2 Lá	2 Lá
Scrúdú Ríomheolaíochta – Satharn 22 Bealtaine 2021 (de réir mar is gá)	2 Lá	2 Lá
Scoileanna ar oscailt ar dhá Dhomhnach i mí an Mheithimh chun soláthar a dhéanamh le haghaidh fháil na bpáipéar scrúduithe scríofa (de réir mar is gá; is féidir 2 lá a éileamh in aghaidh an Domhnaigh)	4 Lá	4 Lá

Gráid Thuartha Ardteistiméireacht 2021

Cuspóir	Scoileanna ina bhfuil suas le 120 Iarrthóir Ardteistiméireachta	Scoileanna ina bhfuil 120 Iarrthóir Ardteistiméireachta nó níos mó
	Líon Laethanta Uasta	Líon Laethanta Uasta
Gráid Thuartha, lena n-áirítear Foghlaimeoirí agus Ábhair Lasmuigh den Scoil, a Chuimsíonn Measúnú ar Inniúlacht Teanga i gcomhair daltaí atá i mbun staidéar ar theangacha neamh-churaclaim san iarnóin ar an Satharn 8 Bealtaine	20 Lá	20 Lá

I ndiaidh Chiorclán S15/2021, fógraíodh go mbeadh 7 Lá breise Cuiditheora Ardteistiméireachta ann le haghaidh chomhordaitheoir na hArdteistiméireachta Feidhmí (LCA) chun tacú leis an gclár LCA.

Foirm éilimh ábhartha: [Foirm E.A.1 2021 – Cuiditheoir Ardteistiméireachta 2021](#)

(v) Agallóirí Béaltrialacha

An ráta íocaíochta do mhúinteoirí arna gceapadh mar Agallóirí Béaltrialacha chun scrúduithe béil 2021 a chur i bhfeidhm:

Agallóirí Béaltrialacha Ardteistiméireachta	In aghaidh an Iarrthóra
Bonnleibhéal Gaeilge	€14.60
Gach ábhar/leibhéal eile	€19.56

Foirm éilimh ábhartha:

[Foirm Bhéaltrialach P1 2021 \(Comhad Excel\)](#)

Maidir le Scrúduithe Béil na hArdteistiméireachta Feidhmí, is iad na rátaí agallóra sa tábla thíos a bheidh i bhfeidhm:

Scrúduithe Béil na hArdteistiméireachta Feidhmí	In aghaidh an Iarrthóra
Béarla agus Cumarsáid	€16.78
Gaeilge Chumarsáideach	€10.74
Nuatheangacha Eorpacha	€10.74

Foirm éilimh ábhartha: [Foirm Bhéaltrialach LCA P1 2021 \(Comhad Excel\)](#)

Tabhair do d'aire nach bhfuil aon chostais Taistil nó Cothabhála iníoctha le hagallóirí béaltrialacha. Má roghnaíonn an scoil múinteoir nach múinteoir sa scoil é ná í, is gá don scoil aon chostais taistil agus chothabhála bhainteacha a íoc.

(vi) Feitheoirí arna gceapadh ag an scoil le haghaidh Ionaid Speisialta, LCVP, Measúnú Inniúlachta i dTeangacha Neamh-churaclaim, LCA – Teicneolaíocht Faisnéise agus Chumarsáide (TFC) agus Ríomheolaíocht.

e. Feitheoirí in Ionaid Speisialta

Is iad seo a leanas na rátaí le haghaidh feitheoirí arna gceapadh ag an scoil (lena n-áirítear dualgais Léitheora agus/nó Scríobhaí) le haghaidh ionaid speisialta do scrúduithe mhí na Mheithimh:

Ráta Feitheora arna cheapadh ag an scoil (neamh-SNA - cúntóir riachtanas speisialta)	€60.20 in aghaidh an tseisiúin
Ráta Feitheora arna cheapadh ag an scoil (SNA)	€45.94 in aghaidh an tseisiúin

Na feitheoirí scoile ar fad a cheaptar in ionaid speisialta fhaofa, íocfar iad as 8 seisiún scrúdaithe ar a mhéad.

Foirm éilimh ábhartha: [SP1 2021 - Éileamh ar Aisíoc Táillí a íocadh le Feitheoirí arna gcheapadh ag an scoil, áit a bhfuil freastal réasúnta i gceist](#)

f. Scrúdú Nascmhodúil LCVP agus an Measúnú Inniúlachta ar Theangacha Neamh-churaclaim arna rith ag an Roinn Oideachais

Reáchtáladh an dá imeacht measúnaithe sin ar an Satharn 8 Bealtaine. Tá seans go raibh ceann amháin den dá mheasúnú sin ar siúl i scoileanna an lá sin, nó an dá cheann nó ceann ar bith díobh. I gcás scoileanna a raibh iarrthóirí le haghaidh LCVP agus na n-ábhar Teangacha Neamh-churaclaim araon acu, iarradh orthu na socrúithe lóistíochtúla agus feitheoireachta céanna a úsáid don dá rud an tráthnóna sin.

Ról Feitheora arna Cheapadh ag an Scoil	Ráta
Nascmhodúil LCVP	€180.60
Nascmhodúil LCVP & Measúnú Inniúlachta ar Theangacha Neamh-churaclaim	€240.80
Measúnú Inniúlachta ar Theangacha Neamh-churaclaim	€120.40
Ráta Feitheora LCVP in Ionad Speisialta (neamh-SNA)*	€120.40
Ráta Feitheora LCVP in Ionad Speisialta (SNA)*	€ 91.88

* Rátaí Sathairn le haghaidh ionaid atá faofa ag SEC faoin Scéim RACE (freastal réasúnta ag scrúduithe teistiméireachta)

Tabhair do d'aire nach bhfuil aon chostais Taistil nó Cothabhála iníoctha le hAgallóirí Béaltrialacha. Má roghnaíonn an scoil múinteoir nach múinteoir sa scoil é ná í, is gá don scoil aon chostais taistil agus chothabhála bhainteacha a íoc.

g. LCA – Teicneolaíocht Faisnéise agus Chumarsáide (TFC)

Leagtar amach thíos an ráta íocaíochta in aghaidh an tseisiúin atá iníoctha le Feitheoirí don scrúdú TFC san Ardteistiméireacht Fheidhmeach ar an gCéadaoin 12 Bealtaine 2021:

Feitheoir arna Cheapadh ag an Scoil LCA - TFC	€60.20
Ráta Feitheora in Ionad Speisialta (neamh-SNA)*	€60.20
Ráta Feitheora in Ionad Speisialta (SNA)*	€45.94

* Rátaí le haghaidh ionaid atá faofa ag SEC faoin Scéim RACE

h. Ríomheolaíocht

Ós rud é gur gá do mhúinteoirí Ríomheolaíochta a bheith ar fáil ar an Satharn 22 Bealtaine don scrúdú ar fad, is féidir leo an ráta cuiditheora scrúdaithe de €146.19 a éileamh don scrúdú sin de réir Chiorclán S15/202.

Leagtar amach thíos an ráta íocaíochta Sathairn d’Fheitheoirí le haghaidh an scrúdaithe Ríomheolaíochta a bhí ar siúl ar an Satharn 22 Bealtaine 2021:

Feitheoir arna Cheapadh ag an Scoil Ríomheolaíocht	€180.60
Ráta Feitheora in Ionad Speisialta (neamh-SNA)*	€120.40
Ráta Feitheora in Ionad Speisialta (SNA)*	€ 91.88

* Ráta Sathairn le haghaidh ionaid atá faofa ag SEC faoin Scéim RACE (freastal réasúnta ag scrúduithe teistiméireachta)

Foirmeacha éilimh ábhartha:

[Foirm P1 2021 – Éileamh ar Aisíoc Táillí a íocadh le haghaidh LCVP/Ríomheolaíocht/Ábhair LCA Liostaithe/Cluastrálacha/Measúnú ar Inniúlacht](#)

[Fáltas Fhoirm P1 – 2021 LCVP/Ríomheolaíocht/Ábhair LCA Liostaithe/Cluastrálacha/Measúnú ar Inniúlacht](#)

(iv) Maoir Scrúduithe

Ainmníonn an scoil daltaí le bheith ina maoir, a chabhróidh leis na Feitheoirí i rith na scrúduithe. Mar thoradh ar na srianta COVID-19, is é 23 an líon uasta iarrthóirí a sannfar d’aon phríomhionad scrúdaithe le haghaidh scrúduithe 2021.

Ba cheart maoir a cheapadh ar bhonn maor amháin in aghaidh an phríomhionaid scrúdaithe, agus is gá a thabhairt faoi deara freisin nach ndéanann SEC aon soláthar le haghaidh maoir in ionaid scrúdaithe speisialta. Roimhe seo, ba iad na feitheoirí sna hionaid aonair a bhí freagrach as na maoir a íoc. Anois, is iad na scoileanna atá freagrach as na maoir a íoc. Ba chóir na híocaíochtaí sin a phróiseáil trí phárolla na scoile, de réir Aicme J nó Aicme M dóibh siúd atá faoi bhun 16 bliana d’aois. Is é is dóichí ná go mbeidh rátaí cánach éigeandála i bhfeidhm más amhlaidh nár chláraigh an maor leis na Coimisinéirí Ioncaim roimhe seo. Chun é sin a sheachaint, ba cheart do na maoir clárú le MyAccount ar láithreán gréasáin na gCoimisinéirí Ioncaim agus an scoil a chlárú mar a bhfostóir.

Le go mbeadh na maoir in ann amhlaidh a dhéanamh, moltar cláruimhir chánach na scoile a thabhairt dóibh. I gcás nach bhfuil siad cláraithe, féadann siad aon cháin a asbhaineadh a aisghabháil ach logáil isteach in MyAccount ar láithreán gréasáin na gCoimisinéirí Ioncaim agus “Aisíocaíocht Dífhostaíochta a Éileamh” a roghnú ar an

gcárta seirbhísí ÁSPC.

Leagfar amach i mbileog ama na maor na rátaí atá i bhfeidhm. Tabhair do d'aire, má ioctar ÁSPC fostóra de .5% (Aicme J), ba cheart é sin a scríobh ag bun na foirme agus a chur leis an aisíocaíocht atá á héileamh.

Foirmeacha éilimh ábhartha:

[Bileoga Ama na Maor - Os cionn 18 mbliana d'aois](#)

[Bileoga Ama na Maor - Faoi bhun 18 mbliana d'aois](#)

(v) Painéal Múinteoirí Cláraithe mar chuid den phróiseas Grád Tuartha Lasmuigh den Scoil

Chun críche an phróisis Foghlaimeora agus Ábhar Lasmuigh den Scoil sa chóras Grád Tuartha, moltar do Phríomhoide na scoile painéal de thriúr mhúinteoirí/theagascóirí cláraithe a cheapadh. Chun na sonraí iomlána a fháil, féach [Treoir do Scoileanna agus Dhaltaí ar chur i bhfeidhm an Phróisis Grád Tuartha i gcás Ábhair Lasmuigh den Scoil agus Foghlaimeoirí Lasmuigh den Scoil](#).

Ní féidir le Príomhoide na scoile nó Comhordaitheoir/Bainisteoir an Ionaid a bheith ina bhall den phainéal. Beidh baill an phainéil páirteach de réir a dtola féin. Is é seo a leanas an ráta íocaíochta:

Painéal Múinteoirí Cláraithe	€34.74 in aghaidh an ábhair athbhreithnithe
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Foirmeacha éilimh ábhartha:

[Foirm RT - Painéal Múinteoirí Cláraithe – próiseas Grád Tuartha Lasmuigh den Scoil \(Comhad Excel\)](#)

[Fáltas Fhoirm RT 2021 – Painéal Múinteoirí Cláraithe dátheangach](#)

(vi) Costais Ilghnéitheacha

Aisíocfaidh Coimisiún na Scrúduithe Stáit aon chostais bhreise réasúnta eile a thabhaítear go sainiúil laistigh de scoileanna i dtaca le solas, teas, glantachán, airíochas agus Trealamh Cosanta Pearsanta, agus a bhaineann le scrúduithe a bheidh ar siúl i rith laethanta saoire na Cásca, nó má tá Ríomheolaíocht nó LCVP á reáchtáil ag an scoil ar an Satharn.

I gcás na scrúduithe i Meitheamh 2021, aisíocfaidh SEC aon chostais bhreise réasúnta a tabhaíodh go sainiúil i dtaca le glantachán agus PPE.

Ní ceart go ndéanfaí éileamh ar na costais bhreise a bhaineann le glantachán agus PPE ach amháin i gcás go bhfuil an íocaíocht chaipitíochta COVID-19, arna soláthar ag an

Roinn Oideachais, caite ina hiomláine.

Costais Ilghnéitheacha	Treoir
Teas/Soilsíú	Bunaithe ar sciar réasúnta de na billí conláiste le linn thréimhse na scrúduithe agus ar an líon seisiún scrúdaithe a bheidh ar siúl sa scoil i rith shaoire na Cásca agus ar an Satharn.
Airíochas	Bunaithe ar rátaí pá comhaontaithe sa scoil
Glantachán	Bunaithe ar rátaí pá comhaontaithe sa scoil
Táirgí glantacháin Díghalrán lámh	Táirgí glantacháin agus díghalrán lámh a úsáidtear go sainiúil le haghaidh na scrúduithe
PPE	Soláthairtí éigeandála cumhdach aghaidhe/aghaidhmhasc le cur ar fáil d'iarrthóirí i gcás nach bhfuil a leithéid acu féin.

Foirm éilimh ábhartha: **Faoi Chuid 2 'Costais Ilghnéitheacha'**

[Foirm OS 2021 – Foirm Éilimh Forléargais Scoileanna \(Comhad Excel\)](#)

(vii) Na costais iompair a thabhaíonn iarrthóirí agus iad ag taisteal chuig an scoil le haghaidh scrúduithe i rith shaoire na Cásca agus ar an Satharn

Iarradh ar scoileanna freastal iarrthóirí a éascú, a bheadh ag déanamh scrúduithe i rith shaoire na Cásca agus ar an Satharn, agus chuige sin, seirbhísí tacsáí a úsáid sna cúinsí teoranta seo a leanas. Bheadh gá na critéir seo a leanas a bheith comhlíonta ag na hiarrthóirí:

- a bheith incháilithe le haghaidh iompar scoile faoi théarmaí Scéim Iompair Scoile na Roinne, agus
- leas a bheith bainte acu as iompar scoile sa scoilbhliain reatha ach gan seirbhísí iompair a bheith ar fáil dóibh le linn na tréimhse ón 26 Márta go dtí an 11 Aibreán (tabhair faoi deara gur thosaigh an scoil arís ar an 12 Aibreán) le haghaidh scrúduithe béil,
- a bheith ag freastal ar scrúdú le linn na tréimhse seo, rud ba cheart a bheith curtha san áireamh agus iarrthóirí á sceidealú, agus
- a bheith ag freastal ar LCVP ar an Satharn 8 Bealtaine 2021 agus/nó Ríomheolaíocht ar an Satharn 21 Bealtaine 2021

Déanfaidh SEC scoileanna a aisíoc as costais réasúnta a leithéid sin de sheirbhísí má chuireann siad fáltais bhailí ar fáil.

Foirm éilimh ábhartha: Faoi Chuid 3 'Costais Ilghnéitheacha' ar

[Foirm OS 2021 – Foirm Éilimh Forléargais Scoileanna \(Comhad Excel\)](#)

Ba cheart aon fhiosruithe a chur chuig Rannóg Airgeadais Choimisiún na Scrúduithe Stáit ag na huimhreacha gutháin 090 - 644 2880 / 2801 / 2847 nó i ríomhphost chuig schoolspayable@examinations.ie

Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa Treoirlíne seo ach dul i dteagmháil le FSSU.

Guthán: 01-269 0677
info@fssu.ie

An 26 Bealtaine 2021

Foirmeacha ar fáil ar www.examinations.ie (faoi: Scoileanna > Ciorcláin/Faisnéis > Feitheoirí, Ionaid, Cuiditheoirí Scrúduithe) agus ar [láithreán gréasáin FSSU](#) mar atá liostaithe thíos.

- [OS 2021 - Foirm Éilimh Forléargais Scoileanna](#)
- [Foirm E.A.1. 2021 – Cuiditheoir Ardteistiméireachta 2021](#)
- [Foirm Bhéaltrialach P1 2021 – Éileamh ar aisíoc táillí a íocadh le hAgallóir Béaltrialacha](#)
- [Foirm Béaltrialach LCA P1 2021 – Éileamh ar aisíoc táillí a íocadh le hAgallóir Béaltrialacha LCA](#)
- [Foirm P1 2021 – Éileamh ar Aisíoc Táillí a íocadh le haghaidh LCVP/Ríomheolaíocht/Ábhair LCA Liostaithe/Cluastrialacha/Measúnú ar Inniúlacht](#)
- [Fáltas Fhoirm P1 – 2021 LCVP/Ríomheolaíocht/Ábhair LCA Liostaithe/Cluastrialacha/Measúnú ar Inniúlacht](#)
- [SP1 2021 - Éileamh ar Aisíoc Táillí a íocadh le Feitheoirí arna gceapadh ag an scoil, áit a bhfuil freastal réasúnta i gceist](#)
- [Foirm Éilimh RT - Painéal Múinteoirí Cláraithe – próiseas Grád Tuartha Lasmuigh den Scoil](#)
- [Fáltas Fhoirm RT 2021 – Painéal Múinteoirí Cláraithe dátheangach](#)
- [Bileoga Ama na Maor - Os cionn 18 mbliana d’aois](#)
- [Bileoga Ama na Maor - Faoi bhun 18 mbliana d’aois](#)