



**Coimisiún na Scrúduithe Stáit**

State Examinations Commission

Corr na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 TP65  
Cornamaddy, Athlone, Co. Westmeath, N37 TP65

**Additional Resources and Payment Arrangements to Schools to Support the Running of the State Examinations 2022**

**To the School Authority named in the address:**

The purpose of this circular is to advise schools of the payment arrangements, including rates of payment, which will apply for school appointed personnel and other additional costs for Examinations 2022. In the case of Education and Training Boards, this also includes Further Education Settings such as VTOS and Youthreach where examinations are taking place.

Details in relation to the alternative examinations will be the subject of a separate circular.

Examination settings (e.g. private colleges) not funded by the Exchequer through the Department of Education are responsible for their own costs involved in the planning and administration of the State Examinations. While these education settings will not receive funding from the SEC for an Examination Aide or for any of the miscellaneous expenses outlined in this circular, they are eligible to claim for the cost of school appointed Superintendents and Examination Attendants.

The range of examination supports are designed to support schools in ensuring the conduct of essential work for the State Examinations; in running the examinations safely in line with public health advice; and to minimise the impact on school management and resources generally. The resources provided also recognises work being done outside school time during the Easter holiday period including the weekend of 9 and 10 April and attendance that may be required on Sundays in June to support the secure delivery of examination papers.

This circular should be read in conjunction with SEC Circulars S15/2022 - Leaving Certificate (Established) Examinations 2022: Oral and Music Practical Examination and any other circulars relating to the conduct of the examinations.

### 1. Advance Payments to Schools

To assist with defraying some of the costs associated with the 2022 State Examinations the SEC will make an advance payment to schools in June in line with normal practice. Advances will not be made to any school which has not submitted a return to the SEC in previous years or has an advance outstanding. The advance will be offset against the final 2022 claim.

### 2. Rates of Payment 2022

All existing rates of pay have been increased by 1% for 2022 State Examinations in line with relevant Public Service pay agreements.

### 3. Refunds to Schools

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

- i) Examination Aides
- ii) School appointed Superintendents for the day Practicals, Construction Studies, Engineering; LCVP Links Modules, LCA ICT, Computer Science and Aural Examinations
- iii) School appointed Superintendents for special examination centres
- iv) Examination Attendants
- v) Miscellaneous -
  - Cleaning and Caretaking
  - Light and Heat
  - PPE

NOTE: Reasonable additional costs specifically incurred in relation to cleaning/sanitising and PPE within schools associated with the examinations in June 2022, will be reimbursed by the SEC to schools, provided the COVID-19 capitation payment provided by the Department of Education has been expended.
- vi) Transport costs associated with candidates travelling to school for examinations over the Easter holidays

#### i). Examination Aides

The successful delivery of the State Certificate Examinations relies upon school authorities in general, and school Principals in particular. In line with longstanding practice in the State Examinations, school authorities (and the authorities of other centres of education in receipt of public funds) have discretion to engage an Aide to assist the Principal during the State Examinations or to fully substitute for the Principal where they are unavailable for any reason. The State Examinations include all examinations (written, orals and all other components) and the range of duties and responsibilities of school Principals in relation to the examinations is not confined to the June examination period.

The relevant authorities (schools and other publicly funded entities as set out above) have discretion to:

- Engage Examination Aides to work under the general guidance of the Principal and Deputy Principal management team, in meeting the range of responsibilities in the administration of the State Examinations 2022 in schools.
- While the role of the Aide is to assist the Principal during the State Examinations, it is permissible for the Aide to fully substitute for the Principal where they are unavailable for any reason provided school management is satisfied the Aide is fully discharging the necessary duties on these occasions.
- Choose to split the Examination Aide roles over a number of school staff. It is recommended that the number of people appointed to this role is kept to a minimum. (While not ideal, schools may, if they need to, allocate days in half portions if they consider it desirable and suitable for their particular needs within the overall allocation of days at the per diem rate)
- Appoint the Examinations Aide in line with the existing methodology at individual school level.

As the range of duties of the Examinations Aide include functions that occur during school time (e.g. planning work, practical examinations, etc.) the school must be satisfied that where a serving teacher is appointed, the teacher’s normal duties are not impinged upon and that no additional costs are incurred (e.g. substitution costs).

**Rate of Payment 2022:**

The rate of payment for individuals appointed as Examinations Aides in 2022 is as follows:

Examination Aides Rate per Day	€147.65
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**Number of Examination Aide Days which can be claimed**

The number of Examination 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:

<b>Purpose</b>	<b>Max Days</b>	<b>Max Days</b>
	<b>Days Available to All Schools</b>	<b>Days Available to All Schools</b>
Music Practical performance test - Music teacher whose attendance is deemed necessary to candidates’ performance. (See Circular 15/22) *	Up To 2 Days	Up To 2 Days
Planning for State Examinations and June Examinations	Up to 15 Days	Up to 15 Days

Schools which have examinations on Monday 27 or Tuesday 28 of June up to 2 additional days; one for each day they are required to open	Up to 2 Days	Up to 2 Days
Schools opening on two Sundays in June to provide for the receipt of the written examination papers (As required; the rate for 2 Days may be claimed per Sunday)	Up to 4 Days	Up to 4 Days
	<b>Up to 120 Leaving Certificate Candidates</b>	<b>120 or more Leaving Certificate Candidates</b>
Oral Examinations Planning and Administration over the Easter holidays for the period <b>Saturday 9 April to Thursday 14 April, 2022</b> inclusive (See Circular S15/2022)	Up to 8 Days	Up to 10 days
	<b>Up to 300 Candidates</b>	<b>300 or more Candidates</b>
Recognised post-primary schools with 300 or more examination candidates due to take examinations, will be permitted to claim an additional day for every 50 additional candidates	Nil	1 day for every 50 additional candidates

*\* The Music Teacher is not the Examination Aide, rather Examination Aide funding can be used for this purpose.*

### **Role of the Examination Aide 2022**

While it will ultimately be a matter for the school authorities to decide the purpose for which the Aide will be engaged in the examinations, it is suggested that they could, for example, be assigned by school management in undertaking some or all of the following list of duties noting that this is not exhaustive;

- Working under the guidance of the Principal and Deputy Principal management team in preparing for and organising, in accordance with the directions of the SEC, the 2022 state examinations
- Assessing the accommodation that will be used as examination centres and the number of candidates that can be assigned to each room and assisting in setting up the centres
- Planning and administration of oral examinations as outlined in SEC Circular S 15/2022 - Leaving Certificate (Established) Examinations 2022: Oral Examinations and the Music Practical Examination
- Assigning students to the centre/s to be used for the examinations on a session by session basis, and to special examination centres where appropriate
- Putting in place the most appropriate arrangements for the conduct of the examinations in line with all applicable public health controls and requirements, in place at the time of the examinations
- Organising the oral/practical/project tests by preparing accommodation etc
- Assisting Superintendents with the return of advice notes in line with the SEC's directions

- Engaging as required in the recruitment within the school of Superintendents of special examination centres and the oversight of these superintendents over the course of their work
- Engaging as required in the sourcing and appointment the recruitment of examinations attendants
- Ensuring 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
- Liaising with the examination Superintendent or the centre Attendant in the event of any difficulties occurring during the examination and liaising with the SEC on issues which arise
- Organising the intake, secure storage or despatch of examination material to the SEC including the receipt of examination material in schools on up to two Sundays in June
- Organising the intake and secure storage of examination stationery
- Assisting, supporting and liaising with the SEC appointed Superintendents
- Dealing with cases where candidates have to be transferred to other examination centres
- Providing additional assistance in the early days of the examination schedule

**ii) School appointed Superintendents, including Special Centre Superintendents, for the day Practicals in Construction Studies & Engineering; LCVP Links Modules; LCA ICT; Computer Science and Aural Examinations.**

Details of the examination arrangements are the subject of separate communications prior to the commencement of the examinations listed. The listed examinations are taking place in schools on school days as was the case up to 2019. (In 2021, some of these examinations were not held while others were held at weekends leading to different payment arrangements).

The rate of payment for individuals appointed as Superintendents and Special Centre Superintendents for the examinations in 2022 is as follows:

Practical Tests	€121.60	per day
L.C.V.P / Computer Science Reasonable Accommodations (Non SNA)	€60.80	per session
L.C.V.P / Computer Science Reasonable Accommodations (SNA)	€46.40	per session
Aural Exams Leaving/Junior Cert	€60.80	per session
Leaving Certificate Applied (For Gaeilge Chumarsáideach, & Languages (Year 1) Information Technology (Year 2)	€60.80	per session

**iii) School Appointed Superintendents for Reasonable Accommodations**

Throughout the year, the SEC has issued details to schools of candidates approved the use of reasonable accommodation(s) for the State Examinations. The SEC will provide a summary report by the end of May of the decisions already issued to schools (the RACE Matrix) in advance of the commencement of the June 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 also be provided. The school is required to locally-appoint superintendents to special examination centres and to undertake duties such as Shared Reader, Individual Reader and and/or Scribes as appropriate.

In the meantime, schools can plan for their special centre requirements based on the individual approvals received during the year.

Where the school has appointed a local Superintendent, in line with the Reasonable Accommodation Guidelines for Schools and Superintendents and that Superintendent is a Special Needs Assistant, specific payment arrangements are in place.

The Department of Education has an agreement with the trade union IMPACT, which represents SNAs, that in cases where an SNA is supporting a candidate in a special centre during the examinations and also performing the duties associated with superintending of the special centre, the agreed fee, as detailed in Appendix A, will be paid to the SNA in respect of the superintending role.

The rate of payment for individuals appointed as Superintendents for Special Centres in 2022 is as follows:

Reasonable Accommodations: (Non-SNA Rate)	€60.80	per session
Reasonable Accommodations: (SNA Rate)	€46.40	per session

**iv) Examination Attendants**

Student Attendants, nominated by schools, assist the Superintendents throughout the examinations. Student 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.

Attendants should be appointed on the basis of one Attendant per main examination centre. Attendants for special centres must be approved by Reasonable Accommodation Section of the SEC.

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.

Payments to Attendants should be processed through the schools/ETBs payroll and the costs can be recouped from the SEC. The income tax and USC must be deducted at source under the PAYE system. The PRSI class for subsidiary employment is classified under Class J. As this may be the first employment for many students, they are required to register with Revenue Commissioners in order for a Revenue Payroll number to issue to you and to avoid them having to pay emergency tax.

The Attendant timesheet which specifies the rates applicable is available at Appendix B.

**v). Miscellaneous Expenses**

The SEC will consider claims from schools and other exchequer funded settings for reasonable additional costs specifically incurred to ensure school opening, caretaking and, subject to the qualification below, cleaning/sanitising and provision of PPE, at Easter and for additional cleaning/sanitising and provision of PPE for the June examinations.

NB: Reasonable additional costs specifically incurred in relation to cleaning/sanitising and PPE within schools associated with the examinations in June 2022, will be reimbursed by the SEC to schools

provided that 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.
Caretaking	Based on agreed rates of pay in the school to cover Examinations held in the school over the Easter holidays
Cleaning (see nota bene above)	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 that they are required by candidates and not supplied by them

#### vi) Transport for some Candidates to Examinations held outside School Time

With regard to school transport, and under the terms of the Department of Education's School Transport Scheme, school transport services for eligible children generally operate during the standard school year to facilitate a child's attendance during normal school opening and closing times only. The Leaving Certificate Oral examinations and Music performance tests are taking place over the Easter holidays; time periods during which the School Transport Scheme is not operational. As these events are of short duration in schools, it would not be appropriate to have a normal school transport system in operation. Schools are asked to facilitate the attendance of candidates using taxi services in the following limited circumstances. The candidate must:

- be eligible for school transport under the terms of the Department's School Transport Scheme and
- be availing of school transport in the current school year for whom transport services will not be available over the period **Saturday 9<sup>th</sup> of April 2022 to Thursday 14<sup>th</sup> of April 2022 inclusive** and have to attend for an examination event over this period noting that this should be considered when scheduling candidates

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

#### 4. Application of Tax and PRSI

It is the responsibility of individual schools/ETBs 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](http://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.

## 5. How to Claim for Payment

Schools/ETBs 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 Examinations 2022 from the SEC, to include Examination Aides (where applicable), all school appointed Superintendents, Examinations Attendants 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](http://www.examinations.ie)

All documentation relating to payments to school appointed personnel for examinations 2022 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 2022.

All claims for reimbursement **must be made on the appropriate SEC forms.** The composite Overview Form OS 2022 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](http://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 2801 / 2880 / 2847 or via e-mail to [schoolspayable@examinations.ie](mailto:schoolspayable@examinations.ie)

**Antoinette McHugh**  
**Higher Executive Officer**  
**Finance Division**  
**April 2022**

Forms are available on [www.examinations.ie](http://www.examinations.ie) under Schools.

- OS 2022 - Schools Overview Claim Form
- E.A.1. 2022 - Examination Aide 2022
- Form P1 2022 – Claim for Refund of Fees paid for LCVP/Computer Science/Listed LCA Subjects/Aural
- SP1 2022 - Claim for Refund of Fees paid to school appointed Superintendents where reasonable accommodation arises
- Examination Attendant Timesheets
  
- **Appendices:**
- Appendix A: 2022 Rates of Payment for Superintendents, Examination Aides
- Appendix B: Attendant Timesheets



**Coimisiún na Scrúduithe Stáit**  
State Examinations Commission

**Leaving Certificate and Junior Cycle Examinations 2022**  
**Rates of Payment for Examination Aides and School Appointed Superintendents**

<b>Examination Aides</b>	€147.65	per day
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<b>Superintendents</b>		
Reasonable Accommodations: (Non-SNA Rate)	€60.80	per session
Reasonable Accommodations: (SNA Rate)	€46.40	per session
Practical Tests	€121.60	per day
L.C.V.P/Computer Science Reasonable Accommodations (Non SNA)	€60.80	per session
L.C.V.P/Computer Science Reasonable Accommodations (SNA)	€46.40	per session
Aural Exams Leaving/Junior Cert	€60.80	per session
Leaving Certificate Applied (For Gaeilge Chumarsáideach, & Languages (Year 1) Information Technology (Year 2)	€60.80	per session

Appendix B:

**ATTENDANT TIME SHEET/RECEIPT - Under 18 years**

The table below is provided to assist the Principal in calculating the appropriate rate owing to each Attendant. Please fill in the appropriate boxes and return.

No. of days that the centre is open:  **School Roll Number:**

**Main centre:**   **Special Centre:**   **Centre Number:**

Name of Attendant: \_\_\_\_\_

Day prior to Examinations – 07/06/2022			€22.05
Session Length	Fee	No. of Sessions	Amount
Up to 1 hr. 30 mins.	€12.25		
2 hr. 00 mins.	€15.93		
2 hr. 15 mins.	€17.76		
2 hr. 20 mins.	€18.38		
2 hr. 30 mins.	€19.60		
2 hr. 45 mins.	€21.44		
2 hr. 50 mins.	€22.05		
3 hr. 00 mins.	€23.28		
3 hr. 20 mins.	€25.73		
3 hr. 30 mins.	€26.95		
3 hr. 40 mins.	€28.18		
<b>TOTAL</b>			

I acknowledge receipt of the sum of € \_\_\_\_\_

**Signature of Attendant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that I have paid a total of € \_\_\_\_\_ to the above Attendant.

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ATTENDANT TIME SHEET/RECEIPT - Over 18 years**

The table below is provided to assist the Principal in calculating the appropriate rate owing to each Attendant. Please fill in the appropriate boxes and return.

No. of days that the centre is open:  **School Roll Number:**

**Main centre:**   **Special Centre:**   **Centre Number:**

Name of Attendant: \_\_\_\_\_

Day prior to Examinations – 07/06/2022			€25.20
Session Length	Fee	No. of Sessions	Amount
Up to 1 hr. 30 mins.	€14.00		
2 hr. 00 mins.	€18.20		
2 hr. 15 mins.	€20.30		
2 hr. 20 mins.	€21.00		
2 hr. 30 mins.	€22.40		
2 hr. 45 mins.	€24.50		
2 hr. 50 mins.	€25.20		
3 hr. 00 mins.	€26.60		
3 hr. 20 mins.	€29.40		
3 hr. 30 mins.	€30.80		
3 hr. 40 mins.	€32.20		
<b>Total:</b>			

I acknowledge receipt of the sum of € \_\_\_\_\_

**Signature of Attendant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that I have paid a total of € \_\_\_\_\_ to the above Attendant.

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_