FSSU
Financial Support Services Unit

Emmet House, Milltown, Dublin 14
Tel: 01 2690677 Email: info@fssu.ie

Financial Guideline 2021/2022 – 30

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 State Examinations 2022 from the SEC, to include the Examination Aides, all school appointed Superintendents, Examination Attendants 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 S32/2022 advises of the payment arrangements, including rates of payment, which will apply for school appointed personnel and other additional costs for Examinations 2022.
The 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.

2. 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, PPE, Light and Heat
(vi) Transport costs associated with candidates travelling to school for examinations over Easter holidays.

3. Application of Tax, PRSI and USC

School appointed personnel associated with running the state examinations 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**. This is because state examination work is subsidiary employment. This will need to be confirmed under the employee's details in the payroll package. 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

The SEC will make a payment to schools to defray some of the additional costs associated with the 2022 State Examinations. This will issue to schools in June and will be offset against the final 2022 claim. 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.

5. Claims for Reimbursement

All documentation relating to payments to school appointed personnel for examinations 2022 should be retained by schools during the examination process. **<u>All claims are to be held and sent together in one submission at the end of all activities relating to examinations 2022.</u>**

All claims for reimbursement **<u>must be made on the appropriate SEC forms</u>**.
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.

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

6. Rates of Payment 2022

(i) Examination Aides

Examination Aides Rate per Day	€147.65

As per SEC Circular S32/2022 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:

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

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 over the Easter holidays for the period **Saturday 9 April to Thursday 14 April, 2022** inclusive (See Circular S15/2022)	Up to 8 Days	Up to 10 Days
	Up to 300 Candidates	**300 or more Candidates**
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

Relevant claim form: Form E.A.1 2022 – Examination Aide 2022

**1 The music teacher is not the Examination Aide, rather Examination Aide funding can be used for this purpose.*
**2 For example if a school has 300-350 candidates, they may claim 1 additional day. The 1 day for every 50 additional candidates can be claimed in Form E.A.1 2022 under "Section 2(c). Examinations".*

(ii) School appointed Special Centre Superintendents

The rates for school appointed superintendents (which include the duties of Reader and/or Scribe) for special centres for the 2022 examinations are as follows:

School appointed Superintendent (Non-SNA) Rate	€60.80 per session
School appointed Superintendent (SNA) Rate	€46.40 per session

Relevant claim form: SP1 2022 - Claim for Refund of Fees paid to school appointed Superintendents where reasonable accommodation arises

(iii) School appointed Superintendents for the day Practicals 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 tests were not held while others were held at weekends leading to different payment arrangements).

School Appointed Superintendent Role	**Rate**	
Practical Tests	€121.60	per day
L.C.V.P Reasonable Accommodations (Non SNA)	€60.80	per session
L.C.V.P 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

Relevant claim form:
[Form P1 2022-Refund of Fees paid for LCVP/Computer Science/Listed LCA Subject/Aural]

Note: *There is no minimum number of sessions payable to Superintendents this year. They may only claim for the sessions they superintend.*

(iv) Examination Attendants

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

Attendants should be appointed on the basis of 1 attendant per main examination centre. Attendants for special centres must be approved by Reasonable Accommodation Section of the SEC.

Payments to attendants 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) Miscellaneous Expenses

The SEC will consider claims from schools 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 NB above)	Based on agreed rates of pay in the school
Cleaning products hand sanitiser	Cleaning products and hand sanitiser used specifically for the examinations

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

Form OS 2022 – School's overview claim form

(vi) Transport associated with candidates travelling to schools for examinations over the Easter holidays

Schools were asked to facilitate the attendance of candidates for examinations over the Easter holidays, 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 **Saturday 9th of April to Thursday 14th of April 2022 inclusive**
- attending for an examination event over this period noting that this should have been considered when scheduling candidates.

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'**
Form OS 2022 – School's overview claim form

7. Fee charging schools

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.

8. Queries

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
16th May 2022

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 2022 - School Overview Claim Form
- Exam Aide Claim Form
- Form P1 - LCVP/Comp. Science/LCA Subjects/Aural/Proficiency Asmt.
- SP1 Form - Superintendents where reasonable accom. arises
- Attendant Timesheet – Over 18 years
- Attendant Timesheet – Under 18 years

Appendix 2

Examination Aides	€147.65	per day

Superintendents		
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

Treoirlíne Airgeadais 2021/2022 - 30

Scoileanna Pobail agus Cuimsitheacha agus Meánscoileanna Deonacha

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

1. **Réamhrá**
2. **Aisíocaíochtaí do Scoileanna**
3. **Feidhmiú Cánach, ÁSPC agus MSU**
4. **Réamhíocaíochtaí do Scoileanna**
5. **Éilimh ar Aisíocaíocht**
6. **Rátaí Íocaíochta 2021**

1. Réamhrá

Is gá do scoileanna:

- íocaíocht a shocrú do phearsanra ceaptha ag an scoil atá i mbun róil 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 na tréimhse scrúdaithe, ba chóir do scoileanna na costais a thabhaítear do Scrúduithe Stáit 2022 a éileamh ar CSS, lena n-áirítear na Cúntóirí Scrúduithe, gach Feitheoir a cheaptar ag an scoil, Maoir Scrúduithe 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 CSS sa phost chuig scoileanna i mbliana.

Tá na socruithe íocaíochta leagtha amach i gCiorclán CSS S32/2022 , lena n-áirítear na rátaí íocaíochta a bheidh ábhartha ar phearsanra ceaptha ag an scoil agus ar

chostais bhreise eile le haghaidh Scrúduithe 2022.
Ba chóir an ciorclán a léamh in éineacht le Ciorcláin CSS S15/2022 - Scrúduithe (Bunaithe) na hArdteistiméireachta 2022: Scrúdú Béil agus Ceoil agus aon chiorcláin eile a bhaineann le riaradh na scrúduithe.

2. Aisíocaíochtaí do Scoileanna

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

(i) Cúntóirí Scrúdaithe
(ii) Feitheoirí lae arna gceapadh ag an scoil do na Scrúduithe Praiticiúla, Staidéar Foirgníochta, Innealtóireacht, Nascmhodúil GCAT (LCVP), TFC ATF (LCA ICT); Ríomheolaíocht agus Scrúduithe Cluaise
(iii) Feitheoirí ceaptha ag an scoil d'ionaid speisialta scrúduithe
(iv) Maoir Scrúduithe
(v) Ilghnéitheach: Glantachán agus Airíochas, Trealamh Cosanta Pearsanta, Solas agus Teas
(vi) Costais iompair a bhaineann le hiarrthóirí ag taisteal chun na scoile le haghaidh scrúduithe thar laethanta saoire na Cásca.

3. Feidhmiú Cánach, ÁSPC agus MSU

Ní mór pearsanra ceaptha ag an scoil a bhfuil baint acu le reáchtáil na scrúduithe stáit a bheith cláraithe le ROS agus an íocaíocht a phróiseáil trí phacáiste párolla ríomhaire 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 is cúis leis seo ná gur fofhostaíocht í obair scrúduithe stáit. Caithfear é seo a dheimhniú faoi shonraí an fhostaí sa phacáiste párolla. 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

Déanfaidh CSS íocaíocht le scoileanna chun díol as cuid de na costais bhreise a bhaineann le Scrúduithe Stáit 2022. Eiseofar é seo chuig scoileanna i mí an Mheithimh agus déanfar é a fhritháireamh leis an éileamh deiridh 2022. Ní thabharfar airleacain d'aon scoil nár chuir tuairisceán isteach chuig CSS sna blianta roimhe seo nó a bhfuil airleacan gan íoc acu.

5. Éilimh ar Aisíocaíocht

Ba cheart do scoileanna an doiciméadú uilig a bhaineann le híocaíochtaí le pearsanra ceaptha ag an scoil do scrúduithe 2022 a choimeád I le linn an phróisis scrúdaithe.

Ní foláir na héilimh uilig a choimeád agus a sheoladh le chéile in aon bheart amháin ag deireadh na ngníomhaíochtaí ar fad a bhaineann le scrúduithe 2022.

Is gá na héilimh go léir ar aisíocaíocht **a dhéanamh ar na foirmeacha SEC ábhartha**. Is gá an Fhoirm Forléargais ilchodach OS 2022 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 uilig 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 2022

(i) Cúntóirí Scrúdaithe

Ráta Cúntóirí Scrúdaithe in aghaidh an Lae	€147.65

De réir Chiorclán CSS S32/2022 braithfidh líon na laethanta a bheidh ar fáil do Chúntóirí Scrúdaithe, ar líon na n-iarrthóirí sa scoil agus ar an réimse gníomhaíochtaí a theastaíonn chun freastal ar riachtanais na n-iarrthóirí sa scoil sin, mar a leanas::

Cuspóir	**Líon Laethanta Uasta**
	Laethanta Ar Fáil do Gach Scoil
Scrúdú Taibhiú Praiticiúil Ceoil - Múinteoir Ceoil a meastar go bhfuil a fhreastal riachtanach do thaibhiú na n-iarrthóirí. (Le feiceáil i gCiorclán 15/22) *	Suas le 2 lá
Pleanáil le haghaidh Scrúduithe Stáit agus Scrúduithe Meitheamh	Suas le 15 lá
Suas go 2 lá breise ag scoileanna a bhfuil scrúduithe acu Dé Luain 27 nó Dé Máirt 28 Meitheamh; ceann do gach lá a chaithfidh siad a oscailt.	Suas le 2 lá
Scoileanna a osclaítear ar dhá Dhomhnach i mí an Mheithimh chun soláthar a dhéanamh d'fháil na bpáipéar scrúduithe scríofa (De réir mar is gá; is féidir an ráta 2 lá a éileamh in aghaidh an Domhnaigh)	Suas le 4 lá

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 na Scrúduithe Béil thar laethanta saoire na Cásca don tréimhse Dé **Sathairn 9 Aibreán go Déardaoin 14 Aibreán, 2022** san áireamh (Le feiceáil i gCiorclán S15/2022)	Suas le 8 lá	Suas le 10 lá
	Suas le 300 Iarrthóir	**300 Iarrthóir nó níos mó**
Beidh cead ag iar-bhunscoileanna aitheanta a bhfuil 300 iarrthóir scrúdaithe nó níos mó acu le scrúduithe a dhéanamh, lá breise a éileamh do gach 50 iarrthóir sa bhreis	Nialas	Lá amháin do gach 50 iarrthóir breise

Foirm éilimh ábhartha: Foirm C.S.1 2022 – Cúntóir Scrúduithe 2022

**1 Ní hé an múinteoir ceoil an Cúntóir Scrúdaithe, ach is féidir maoiniú Cúntóir Scrúduithe a úsáid chun na críche seo.*
**2 Má bhíonn 300-350 iarrthóir ag scoil, cuir i gcás, féadfaidh an scoil 1 lá breise a éileamh. Is féidir an lá breise as gach 50 iarrthóir breise a éileamh i bhFoirm E.A.1 2022 faoi "Roinn 2(c). Scrúduithe".*

(ii) Feitheoirí ceaptha ag an scoil 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) d'ionaid speisialta do scrúduithe 2022:

Ráta Feitheora arna cheapadh ag an scoil (neamh-SNA - cúntóir riachtanas speisialta)	€60.80 in aghaidh an tseisiúin
Ráta Feitheora arna cheapadh ag an scoil (SNA)	€46.40 in aghaidh an tseisiúin

Foirm éilimh ábhartha:
SP1 2022 - Éileamh ar Aisíoc Táillí a íocadh le Feitheoirí arna gceapadh ag an scoil, áit a bhfuil freastal réasúnta i gceist

(iii) Feitheoirí lae arna gceapadh ag an scoil do na Scrúduithe Praiticiúla, Staidéar Foirgníochta, Innealtóireacht, Nascmhodúil GCAT (LCVP), TFC ATF (LCA ICT); Ríomheolaíocht agus Scrúduithe Cluaise

Tá sonraí na socruithe scrúduithe faoi réir cumarsáide ar leith roimh thús na scrúduithe a liostaítear. Beidh na scrúduithe liostaithe ar siúl i scoileanna ar laethanta scoile,

mar a bhí go dtí 2019. (In 2021, níor reáchtáladh cuid de na tástálacha seo agus reáchtáladh cuid eile ag an deireadh seachtaine as a dtáinig socruithe íocaíochta éagsúla).

Ról Feitheora arna Cheapadh ag an Scoil	**Ráta**	
Tástálacha Praiticiúla	€121.60	in aghaidh an lae
GCAT Freastal Réasúnta (Neamh-Chúntóir Riachtanas Speisialta)	€60.80	in aghaidh an tseisiúin
GCAT Freastal Réasúnta (Cúntóir Riachtanas Speisialta)	€46.40	in aghaidh an tseisiúin
Scrúduithe Cluastuisceana Ardteistiméireachta/Teastais Shóisearaigh	€60.80	in aghaidh an tseisiúin
An Ardteistiméireacht Fheidhmeach (Le haghaidh Gaeilge Chumarsáideach, & Teangacha (Bliain 1) Teicneolaíocht Faisnéise (Bliain 2)	€60.80	in aghaidh an tseisiúin

Foirm éilimh ábhartha:
Foirm P1 2022 – Éileamh ar Aisíocaíocht Táillí a íocadh ar LCVP/ Ríomheolaíocht/Ábhair LCA Liostaithe/Cluastrialacha

Tabhair do d'aire: *Ní bheidh íoslíon seisiún iníoctha le feitheoirí i mbliana. Ní cheadófar dóibh éileamh a dhéanamh ach amháin i leith na seisiún a rinne siad feitheoireacht orthu i ndáiríre.*

(iv) Maoir Scrúduithe

Ainmníonn an scoil daltaí le bheith ina maoir, a chabhróidh leis na Feitheoirí i rith na scrúduithe.

Ba chóir maoir a cheapadh ar bhonn maor amháin in aghaidh an phríomhionaid scrúdaithe. Caithfidh maoir ionaid speisialta a bheith faofa ag Rannóg um Shocrú Réasúnta de chuid CSS.

Ba chóir íocaíochtaí le maoir a phróiseáil trí phárolla na scoile, ag 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 íoctar 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) Costais Ilghnéitheacha

Breithneoidh CSS ar éilimh ó scoileanna ar chostais bhreise réasúnta a tabhaíodh go sonrach chun oscailt scoile, airíochas agus, faoi réir na cáilíochta thíos, glantachán/sláintíocht agus soláthar TCP a chinntiú ag an gCáisc, agus glantachán/sláintíocht bhreise agus soláthar TCP do scrúduithe an Mheithimh.

NB: Déanfaidh CSS costais bhreise réasúnta a tabhaíodh go sonrach maidir le glantachán/sláintíocht agus TCP laistigh de scoileanna leis na scrúduithe i mí an Mheithimh 2022 a aisíoc le scoileanna, ar choinníoll go bhfuil an íocaíocht chaipitíochta COVID-19 a chuir an Roinn Oideachais ar fáil caite.

Costais Ilghnéitheacha	**Treoir**
Teas/Soilsiú	Bunaithe ar sciar réasúnta de bhillí conláiste le linn tréimhse na scrúduithe agus ar an líon seisiún scrúdaithe a bheidh ar siúl sa scoil thar laethanta saoire na Cásca.
Airíochas	Bunaithe ar rátaí pá comhaontaithe sa scoil le haghaidh Scrúduithe a reáchtálfar sa scoil thar laethanta saoire na Cásca a chlúdach.
Glantachán (Féach NB thuas)	Bunaithe ar rátaí pá comhaontaithe sa scoil
Táirgí glantacháin Díghalrán lámh	Táirgí glantacháin agus díghalrán lámh a úsáidtear go sainiúil le haghaidh na scrúduithe

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

Foirm OS 2022 – Foirm Éilimh Forléargais Scoileanna

(vi) Costais iompair a bhaineann le hiarrthóirí ag taisteal go dtí na scoileanna le haghaidh scrúduithe thar laethanta saoire na Cásca

Iarradh ar scoileanna freastal iarrthóirí a éascú, a bheadh ag déanamh scrúduithe thar laethanta saoire na Cásca, agus chuige sin, seirbhísí tacsaí 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
- ag baint leasa as iompar scoile sa scoilbhliain reatha nach raibh seirbhísí iompair ar fáil dóibh le linn na tréimhse **ó Dé Sathairn 9 Aibreán go Déardaoin 14 Aibreán 2022 san áireamh,**

- a bheith ag freastal ar scrúdú le linn na tréimhse seo, rud ba cheart a bheith curtha san áireamh agus iarrthóirí á sceidealú.

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'**
Foirm OS 2022 – Foirm Éilimh Forléargais Scoileanna

7. Scoileanna ag a bhfuil táillí

Tá suíomhanna scrúdaithe (m.sh. coláistí príobháideacha) nach bhfuil maoinithe ag an Státchiste tríd an Roinn Oideachais freagrach as a gcostas féin a bhaineann le pleanáil agus riaradh na Scrúduithe Stáit. Cé nach bhfaighidh na suíomhanna oideachais seo maoiniú ón CSS le haghaidh Cúntóir Scrúdaithe nó le haghaidh aon cheann de na costais ilghnéitheacha a leagtar amach sa chiorclán seo, tá siad i dteideal éileamh a dhéanamh ar chostas na bhFeitheoirí agus na Maoir Scrúduithe atá ceaptha ag an scoil.

8. Fiosruithe

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 16 Bealtaine 2022

Aguisín 1

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 2022 - Foirm Éilimh Forléargais Scoileanna
- Foirm C.S.1 2022 – Cúntóir Scrúduithe 2022
- Foirm P1 - GCAT/Ríomh. Eolaíocht/Ábhair ATF/Cluastuisceana/Measúnú Inniúlachta.
- Foirm SP1 - Feitheoirí nuair a bhíonn freastal réasúnta i gceist
- Bileog Ama an Mhaoir - Os cionn 18 mbliana d'aois
- Bileog Ama an Mhaoir - Faoi bhun 18 mbliana d'aois

Aguisín 2

Cúntóirí Scrúdaithe	€147.65	in aghaidh an lae

Feitheoirí		
Freastal Réasúnta: (Ráta do Dhaoine nach Cúntóirí Riachtanas Speisialta iad)	€60.80	in aghaidh an tseisiúin
Freastal Réasúnta: (Ráta do Chúntóirí Riachtanas Speisialta)	€46.40	in aghaidh an tseisiúin
Tástálacha Praiticiúla	€121.60	in aghaidh an lae
Ríomheolaíocht/GCAT Freastal Réasúnta (Neamh-Chúntóir Riachtanas Speisialta)	€60.80	in aghaidh an tseisiúin
Ríomheolaíocht/GCAT Freastal Réasúnta (Cúntóir Riachtanas Speisialta)	€46.40	in aghaidh an tseisiúin
Scrúduithe Cluastuisceana Ardteistiméireachta/Teastais Shóisearaigh	€60.80	in aghaidh an tseisiúin
An Ardteistiméireacht Fheidhmeach (Le haghaidh Gaeilge Chumarsáideach, & Teangacha (Bliain 1) Teicneolaíocht Faisnéise (Bliain 2)	€60.80	in aghaidh an tseisiúin