



## **Coimisiún na Scrúduithe Stáit**

### **State Examinations Commission**

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

Cornamaddy, Athlone, Co. Westmeath, N37 TP65

**SEC Circular S24/2024**

## **Additional Resources and Payment Arrangements to Schools to Support the Running of the State Examinations 2024**

### **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 2024. 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 Deferred Examinations 2024 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 is designed to support schools in ensuring the conduct of essential work for the State Examinations and to minimise the impact on school management and resources generally. The resources provided also recognises work being done outside school time, conducting the Oral Examinations in Irish and Modern Foreign Languages during the Easter holiday period from Saturday 23 March to Thursday 28 March and attendance that may be required on a Sunday in June to support the secure delivery of examination papers.

This circular should be read in conjunction with SEC Circular S84/23 – Important Announcement in Relation to Oral Examinations in Irish & Modern Foreign Languages for Leaving Certificate 2024 & SEC Circular S12/24 – Leaving Certificate (Established) Examinations 2024; Oral Examinations in Irish & Modern Foreign Languages for Leaving Certificate 2024, and any other circulars relating to the conduct of the examinations.

A summary of the rates presented in this document is at Appendix A.

### **1. Advance Payments to Schools**

To assist with defraying some of the costs associated with the 2024 State Examinations, the SEC will provide an advance payment to schools in **May 2024** for Examinations 2024, in line with normal practice. The advance will be offset against the final school 2024 claim.

### **2. Rates of Payment 2024**

Public sector increases are applied retrospectively for the state examinations. In line with the extension to the Building Momentum public service agreement, the 2024 rates for Examinations Aide, Superintendent, Attendant, and Preparatory Work have been increased by a 3.53% (cumulative).

### **3. Refunds to Schools**

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

- i) Examination Aide Days
- ii) Examinations Aide - Pastoral Support for Candidates (New for 2024)
- iii) School appointed Superintendents for the day Practicals, Construction Studies, Engineering; LCVP Links Modules, LCA ICT, Computer Science and Aural Examinations
- iv) School appointed Superintendents for special examination centres
- v) Examination Attendants
- vi) Miscellaneous Expenses associated with Schools open during Easter holidays to facilitate the 2024 Oral Examinations
- vii) Transport costs associated with candidates travelling to school for examinations over the Easter holidays
- viii) Payment for Preparatory Work/Assessment of Projects.

#### **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 2024 State Examinations 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 Examination Aide in line with the existing methodology at individual school level.

As the range of duties of the Examination 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).

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

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 2024 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 Circulars S84/23 & S12/24.
- 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.
- Organising the oral/practical/project tests by preparing accommodation. etc.
- Assisting Superintendents with the return of attendance records 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 of 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 one Sunday 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) Pastoral Support for Candidates (Newly introduced for 2024)**

Under the same Examinations Aide model, the SEC is introducing a further resource for school authorities. For the 2024 examinations, an additional five Examination Aide days will be available so that school authorities can appoint a member of staff to provide pastoral support to candidates and to ensure their attendance at the time of the delivery of the Oral examinations over the Easter holiday period.

The person appointed should be best placed to help and support students, including managing and ensuring their attendance, at the time of the Orals over the Easter Holidays. It is intended that this

person would not be involved in the operational and administrative duties associated with the Oral examinations. Details of the duties of the role are set out in SEC Circular S12/24.

#### **Rate of Payment 2024:**

The rate of payment for individuals appointed as Examinations Aides in 2024 is as follows:

Examination Aides Rate per Day	€160.62
--------------------------------	---------

#### **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:

##### **a. General**

<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>
Planning for State Examinations and June Examinations	Up to 15 Days	Up to 15 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 additional day for every 50 additional candidates

##### **b. Orals Examinations at Easter**

These resources are specific to the timing of the Leaving Certificate Language Oral examinations in the Easter holidays.	<b>Up to 120 Leaving Certificate Candidates</b>	<b>120 or more Leaving Certificate Candidates</b>
Planning and Administration of the examination taking place over the Easter holidays from <b>Saturday 23 March 2024 to Thursday 28 March, 2024</b> inclusive.	Up to 8 Days	Up to 10 days
Oral Examinations - Pastoral Support Role	5 days	5 days

### C. Other Days

Schools which have examinations on Monday 24 or Tuesday 25 of June can claim 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 one Sunday in June to provide for the reception of written examination papers.	2 Days per Sunday as required	2 Days per Sunday as required

**iii) 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.

The rates of payment for individuals appointed as Superintendents and Special Centre Superintendents for the examinations in 2024 are as follows:

Practical Tests	€132.28	per day
L.C.V.P / Computer Science Reasonable Accommodations (Non-SNA)	€66.13	per session
L.C.V.P / Computer Science Reasonable Accommodations (SNA)	€50.47	per session
Aural Exams Leaving Certificate/Junior Cycle	€66.13	per session
Leaving Certificate Applied (For Gaeilge Chumarsáideach, & Languages (Year 1) Information Technology (Year 2)	€66.13	per session

#### **iv) School Appointed Superintendents for Reasonable Accommodations**

Throughout the year, the SEC issues details to schools where reasonable accommodations are approved for candidates in 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 FORSA, 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 2024 is as follows:

Reasonable Accommodations: (Non-SNA Rate)	€66.13	per session
Reasonable Accommodations: (SNA Rate)	€50.47	per session

#### **V) 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 in due course.

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 and to avoid them having to pay emergency tax.

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

#### **iv) Miscellaneous Expenses**

The SEC will consider claims from schools and other exchequer funded settings for reasonable additional costs specifically incurred to ensure school opening at Easter, subject to the qualification below.

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/Cleaning	Based on agreed rates of pay in the school to cover Examinations held in the school over the Easter holidays

**v) 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 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 23 March to Thursday 28 March 2024 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**.

Note the above should not be interpreted to include attendance at the Deferred Leaving Certificate examinations.

**vi) Preparatory Work/ Assessment of Projects**

Schools should make payments for Preparatory Work and Assessment of Projects where applicable and include in the school's claim. Please note that only one payment per candidate per subject can be claimed.

Assessment of Projects / Preparatory Work is limited to the subjects listed at Appendix A at the rates specified.

**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 from SEC in due course.

At the end of the examination period, schools should claim the costs incurred for Examinations 2024 from the SEC, to include Examination Aides (where applicable), all school appointed Superintendents, Examinations Attendants, payment for preparatory work and assessment of projects (where applicable), miscellaneous expenses and transport costs associated with Oral Examinations at Easter. The relevant forms and receipts, including the master claim form, are detailed at the end of this circular and will be available on the SEC website shortly.

All documentation relating to payments to school appointed personnel for examinations 2024 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 2024.

All claims for reimbursement **must be made on the appropriate SEC forms.** The composite Overview Form OS 2024 must be completed and returned with all completed individual claim forms to Finance Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath, N37 TP65.

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 will be available shortly from the Schools section of our website.

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/ETB.

All enquiries on foot of this circular should be directed to the Finance Section at phone numbers 090 - 644 2801 / 2877 / 2847 or via e-mail to [schoolspayable@examinations.ie](mailto:schoolspayable@examinations.ie)

**Antoinette Mc Hugh**  
**Higher Executive Officer**  
**Finance Division**  
**March 2024**



Claim Forms are available on [www.examinations.ie](http://www.examinations.ie) under Schools Section / Superintendents, Centres, Exam Aides.

- OS 2024 - Schools Overview Claim Form
- E.A.1. 2024 - Examination Aide 2024
- Form P1 2024 – Claim for Refund of Fees paid for LCVP/Computer Science/Listed LCA Subjects/Aural
- SP1 2024 - Claim for Refund of Fees paid to school appointed Superintendents where reasonable accommodation arises
- Examination Attendant Timesheets
- Preparatory work and Assessment of Projects claim form
- Attendant Timesheet – Over 18
- Attendant Timesheet – Under 18

**Appendices:**

- Appendix A: 2024 Rates of Payment for Superintendents, Examination Aides & Preparatory work and Assessment of Projects Rates
- Appendix B: Attendant Timesheets

## Appendix A



### Coimisiún na Scrúduithe Stáit State Examinations Commission

#### Leaving Certificate and Junior Cycle Examinations 2024 Rates of Payment for Examination Aides and School Appointed Superintendents

<b>Examination Aides</b>	€160.62	per day
--------------------------	---------	---------

<b>Superintendents</b>		
Reasonable Accommodations: (Non-SNA Rate)	€66.13	per session
Reasonable Accommodations: (SNA Rate)	€50.47	per session
Practical Tests	€132.28	per day
L.C.V.P/Computer Science Reasonable Accommodations (Non SNA)	€66.13	per session
L.C.V.P/Computer Science Reasonable Accommodations (SNA)	€50.47	per session
Aural Exams Leaving/Junior Cert	€66.13	per session
Leaving Certificate Applied (For Gaeilge Chumarsáideach, & Languages (Year 1) Information Technology (Year 2)	€66.13	per session

<b>Preparatory Work</b>		<b>Rate Per Candidate.</b>
Junior Cycle	Wood Technology	€ 5.70
Junior Cycle	Home Economics Practical (Higher & Ordinary)	€ 5.70
Leaving Certificate	Construction Studies Practical (Higher & Ordinary)	€ 5.70
Leaving Certificate	Engineering Practical (Higher & Ordinary)	€ 5.70
Leaving Certificate	Art Coursework (Higher & Ordinary)	€ 5.70
Leaving Certificate Applied	Hotel Catering & Tourism	€ 5.70
Leaving Certificate Applied	Graphics & Construction Studies (Year 2)	€ 5.70
Leaving Certificate Applied	Info & Communications Technology (Year 2)	€ 5.70

<b>Assessment of Projects</b>		<b>Rate per Candidate</b>
Leaving Certificate	Construction Studies – Practical	€ 4.10

**Appendix B:****Coimisiún na Scrúduithe Stáit**

State Examinations Commission

**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:**

**Centre Number (Main centre only):**

Name of Attendant

Day prior to Examinations – 04/06/2024			€26.67
Session Length	Fee	No. of Sessions	Amount
Up to 1 hr. 30 mins.	€14.82		
2 hr. 00 mins.	€19.26		
2 hr. 15 mins.	€21.48		
2 hr. 20 mins.	€22.23		
2 hr. 30 mins.	€23.71		
2 hr. 45 mins.	€25.93		
2 hr. 50 mins.	€26.67		
3 hr. 00 mins.	€28.15		
3 hr. 20 mins.	€31.12		
3 hr. 30 mins.	€32.60		
3 hr. 40 mins.	€34.08		
<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:** \_\_\_\_\_



## Coimisiún na Scrúduithe Stáit

State Examinations Commission

### 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:

Centre Number (Main centre only):

Name of Attendant

Day prior to Examinations – 04/06/2024			€30.48
Session Length	Fee	No. of Sessions	Amount
Up to 1 hr. 30 mins.	€16.93		
2 hr. 00 mins.	€22.01		
2 hr. 15 mins.	€24.55		
2 hr. 20 mins.	€25.40		
2 hr. 30 mins.	€27.09		
2 hr. 45 mins.	€29.63		
2 hr. 50 mins.	€30.48		
3 hr. 00 mins.	€32.17		
3 hr. 20 mins.	€35.56		
3 hr. 30 mins.	€37.25		
3 hr. 40 mins.	€38.95		
TOTAL:			

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: \_\_\_\_\_