FSSU
Financial Support Services Unit

Financial Guideline 2022/2023 – 24

Community & Comprehensive Schools and Voluntary Secondary Schools

Payment Arrangements for School Appointed Personnel for SEC Examinations

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3. **Application of Tax, PRSI and USC**
4. **Rates of Payment 2023**
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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 2023 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.

Note: That for 2023 schools are now required to pay teachers for the preparatory work/assessment of projects for State Examinations. In prior years teachers completed this form and sent it directly to the SEC for payment. See 4. (vii) below for further information.

SEC Circular S13/2023 advises of the payment arrangements, including rates of payment, which will apply for school appointed personnel and other additional costs

for Examinations 2023.
The circular should be read in conjunction with SEC Circulars S72/2022 and S07/2023 - Leaving Certificate (Established) Oral Examinations in Irish and Modern Foreign Languages 2023, 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:

a) Examination Aides
b) School appointed Superintendents for the day Practicals, Construction Studies, Engineering, LCVP Links Modules, LCA ICT; Computer Science and Aural Examinations
c) School appointed Superintendents for special examination centres
d) Examination Attendants
e) Miscellaneous Expenses associated with Schools open during Easter holidays to facilitate Oral Examinations 2023
f) Transport costs associated with candidates travelling to school for examinations over Easter holidays.
g) Payment for preparatory work/assessment of projects

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
- Bank account details – Account BIC & IBAN

For attendants it may be their first employment. They will need to register the employment as soon as possible to avoid paying emergency tax. To do this they must register for "myaccount" with Revenue. When they receive the "myaccount" password they will be able to register the employment with the school. In order to do this, you will need to provide them with the school's employer registration number. When they have registered the employment, Revenue will make a Revenue payroll notification (RPN) available to the school.

4. Rates of Payment 2023

(i) Examination Aides

Examination Aides Rate per Day	€155.14

As per SEC Circular S13/2023 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

Purpose	**Max Days**	**Max Days**
	Days Available to All Schools	**Days Available to All Schools**
Planning for State examinations and June examinations	Up to 15 Days	Up to 15 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

b. Orals

	Up to 120 Leaving Certificate Candidates	**120 or more Leaving Certificate Candidates**
Oral Examinations Planning and Administration over the Easter holidays for the **period Saturday 1 April to Thursday 6 April, 2023** inclusive	Up to 8 Days	Up to 10 Days

C. Other Days

Schools which have examinations on Monday 26 or Tuesday 27 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 one or two[1] Sundays in June to provide for the receipt of the written examination papers	2 Days per Sunday as required	2 Days per Sunday Required

1 Details to be confirmed.

Relevant claim form: Form E.A.1 2023 – Examination Aide 2023

(ii) School appointed Superintendents, including Special Centre Superintendents, for the day Practical's 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 rate of payment for individuals appointed as Superintendents and Special Centre Superintendents for the examinations in 2023 is as follows:

School Appointed Superintendent and Special Centre Superintendents	**Rate**	
Practical Tests	€127.77	per day
L.C.V.P/Computer Science Reasonable Accommodations (Non SNA)	€63.88	per session
L.C.V.P/Computer Science Reasonable Accommodations (SNA)	€48.75	per session
Aural Exams Leaving Certificate/Junior Cert	€63.88	per session
Leaving Certificate Applied (For Gaeilge Chumarsáideach, & Languages (Year 1) Information Technology (Year 2)	€63.88	per session

Relevant claim form:
Form P1 2023- Claim for 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.*

(iii) School Appointed Superintendents for Reasonable Accommodations

The rates for school appointed superintendents for reasonable accommodations (which include the duties of Reader and/or Scribe) for special centres for the 2023 examinations are as follows:

School appointed Superintendent (Non-SNA Rate)	€63.88 per session
School appointed Superintendent (SNA Rate)	€48.75 per session

The Department of Education has an agreement with the trade Union IMPACT, which represents SNA's, 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, will be paid to the SNA in respect of the superintending role.

Relevant claim form: SP1 2023 - Claim for Refund of Fees paid to school appointed Superintendents where reasonable accommodation arises

(iv) Examination Attendants

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

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.

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 employer 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 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.

Relevant claim form: **Under Part 3 'Miscellaneous Expenses'**
[Form OS 2023 – School's Overview Claim Form]

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

Schools are asked to facilitate the attendance of candidates for examinations over the Easter holidays, using taxi services in the following limited circumstances. The candidates must be:

- 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 are not available over the period **Saturday 1st of April to Thursday 6th of April 2023 inclusive**
- attending 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.

Relevant claim form: **Under Part 3 'Miscellaneous Expenses'**
[Form OS 2023 – School's Overview Claim Form]

(vii) Preparatory Work/Assessment of Projects for State Examinations

Teachers who undertake preparatory work and assessment of projects for the State Examinations in schools, where applicable.
Please note that only one payment per candidate per subject can be claimed. Schools should arrange to pay teachers directly for this work and the cost can be recouped as part of the school claim from the SEC.
Preparatory work is limited to the following subjects at the rates specified.

Preparatory Work		Rate per Candidate
Junior Cycle	Wood Technology	€5.51
Junior Cycle	Home Economics Practical (Higher & Ordinary)	€5.51
Leaving Certificate	Construction Studies Practical (Higher & Ordinary)	€5.51
Leaving Certificate	Engineering Practical (Higher & Ordinary)	€5.51
Leaving Certificate	Art Coursework (Higher & Ordinary)	€5.51
Leaving Certificate Applied	Hotel Catering & Tourism	€5.51
Leaving Certificate Applied	Graphics & Construction Studies (Year 2)	€5.51
Leaving Certificate Applied	Info & Communications Technology (Year 2)	€5.51

Assessment of Projects		Rate per Candidate
Leaving Certificate	Construction Studies – Practical	€3.96

Relevant claim form:
Form APW1 2023 – Claim for Refund of Fees Paid for Assessment of Projects and Preparatory Work

5. Advance Payments to Schools

The SEC will make a payment to schools to defray some of the additional costs associated with the 2023 State Examinations. This issued to schools in December 2022 and will be offset against the final 2023 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.

6. Claims for Reimbursement

All documentation relating to payments to school appointed personnel for examinations 2023 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 2023.**

All claims for reimbursement **must be made on the appropriate SEC forms**.
The Composite Overview Form OS 2023 (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.

7. Queries

Queries can be directed to the SEC Financial Section at phone numbers:
090 - 644 2880 / 2877 / 2821 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

15th March 2023

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 2023 - School Overview Claim Form
- E.A.1. 2023- Examination Aide 2023 Claim Form
- Form P1 2023 – Claim for refund of fees paid for LCVP/Comp. Science/LCA Subjects/Aural
- SP1 2023 - Claim for Refund of Fees paid to school appointed Superintendents where reasonable accommodation arises
- Attendant Timesheet – Over 18 years
- Attendant Timesheet – Under 18 years
- Form APW1 2023 - Claim for Refund of Fees Paid for Assessment of Projects and Preparatory Work

Appendix 2

Examination Aides	€155.14	per day

Superintendents		
Reasonable Accommodations: (Non-SNA Rate)	€63.88	per session
Reasonable Accommodations: (SNA Rate)	€48.75	per session
Practical Tests	€127.77	per day
L.C.V.P/Computer Science Reasonable Accommodations (Non SNA)	€63.88	per session
L.C.V.P/Computer Science Reasonable Accommodations (SNA)	€48.75	per session
Aural Exams Leaving/Junior Cert	€63.88	per session
Leaving Certificate Applied (For Gaeilge Chumarsáideach, & Languages (Year 1) Information Technology (Year 2)	€63.88	per session

Teachers who undertake preparatory work and assessment of projects		
Preparatory Work	€5.51	Per candidate
Assessment of Projects	€3.96	Per Candidate

Treoirlíne Airgeadais 2022/2023 – 24

Pobalscoileanna agus Scoileanna Cuimsitheacha agus Meánscoileanna

Socruithe Íocaíochta do Phearsanra arna Cheapadh ag an Scoil le haghaidh Scrúduithe CSS

1. **Réamhrá**
2. **Aisíocaíochtaí do Scoileanna**
3. **Feidhmiú Cánach, ÁSPC agus MSU**
4. **Rátaí Íocaíochta 2023**
5. **Réamhíocaíochtaí do Scoileanna**
6. **Éilimh ar Aisíocaíocht**

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 2023 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 CSS 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.

Tabhair do d'aire: Don bhliain 2023, ní mór do scoileanna anois múinteoirí a íoc as an obair ullmhúcháin/measúnú ar thionscadail le haghaidh Scrúduithe Stáit. I mblianta roimhe seo, rinne múinteoirí an fhoirm sin a chomhlíonadh agus a chuir díreach chuig CSS le haghaidh íocaíochta. Féach 4. (vii) thíos do thuilleadh eolais.

Tá na socruithe íocaíochta leagtha amach i gCiorclán CSS S13/2023, lena n-áirítear na rátaí íocaíochta a bheidh ábhartha i gcás pearsanra arna cheapadh ag an scoil agus costais bhreise eile le haghaidh Scrúduithe 2023.
Ba cheart an ciorclán a léamh i dteannta Chiorcláin CSS S72/2022 AGUSS07/2023 - Scrúduithe Béil Ardteistiméireachta (Bunaithe) sa Ghaeilge agus Nua-Theangacha Iasachta, 2023, agus aon chiorcláin eile a bhaineann le riaradh scrúduithe.

2. Aisíocaíochtaí do Scoileanna

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

a) Cúntóirí Scrúdaithe
b) 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
c) Feitheoirí ceaptha ag an scoil d'ionaid speisialta scrúduithe
d) Maoir Scrúduithe
e) Costais Ilghnéitheacha a bhaineann le Scoileanna a bhí ar oscailt le linn shaoire na Cásca chun Scrúduithe Béil 2023 a éascú.
f) Costais iompair a bhaineann le hiarrthóirí ag taisteal chun na scoile le haghaidh scrúduithe thar laethanta saoire na Cásca.
g) Íocaíochtaí le haghaidh réamhobair/ullmhúchán ar thionscadail

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
- Sonraí bainc – BIC agus IBAN an Chuntais

D'fhéadfadh sé go mbeidh an chéad fhostaíocht i gceist do roinnt oibreoirí. Beidh orthu an fostaíocht a chlárú a luaithe is féidir chun cáin éigeandála a sheachaint. Ní mór dóibh clárú le haghaidh MoChúrsaí leis na Coimisinéirí Ioncaim chun sin a dhéanamh. Nuair a bhfaighidh siad pasfhocal MoChúrsaí beidh siad in ann an fhostaíocht leis an scoil a chlárú. Chuige sin, ní mór duit uimhir chláraithe fostóra na scoile a thabhairt dóibh. Nuair a bheidh an fhostaíocht cláraithe acu, cuirfidh na Coimisinéirí Ioncaim Fógra Párolla na gCoimisinéirí Ioncaim (FPCI) ar fáil don scoil.

4. Rátaí Íocaíochta 2023

(ii) Cúntóirí Scrúdaithe

Ráta Cúntóirí Scrúdaithe in aghaidh an Lae	€155.14

De réir Chiorclán CSS S13/2023 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:

a. Ginearálta

Cuspóir	**Líon Laethanta Uasta**	**Líon Laethanta Uasta**
	Laethanta Ar Fáil do Gach Scoil	**Laethanta Ar Fáil do Gach Scoil**
Pleanáil le haghaidh Scrúduithe Stáit agus Scrúduithe an Mheithimh	Suas le 15 lá	Suas le 15 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

b. Scrúduithe Béil

	Suas le 120 Iarrthóir Ardteistiméireachta	**120 Iarrthóir Ardteistiméireachta nó níos mó**
Pleanáil agus Riar na Scrúduithe Béil thar laethanta saoire na Cásca don **tréimhse Dé Sathairn, an 1 Aibreán go Déardaoin, an 6 Aibreán 2023** san áireamh	Suas le 8 Lá	Suas le 10 Lá

C. Laethanta Eile

Suas go 2 lá breise i gcás scoileanna a bhfuil scrúduithe acu Dé Luain 26 nó Dé Máirt 27 Meitheamh; ceann do gach lá a bhíonn orthu bheith ar oscailt.	Suas le 2 lá	Suas le 2 lá
Scoileanna a osclaíonn ar dhá[1] Dhomhnach i mí an Mheithimh chun socrú a dhéanamh maidir le páipéir scrúduithe scríofa a fháil	2 Lá in aghaidh an Domhnaigh de réir mar is gá	2 Lá in aghaidh an Domhnaigh riachtanach

1 Sonraí le deimhniú.

Foirm éilimh ábhartha: Foirm C.S.1 2023 – Cúntóir Scrúduithe 2023

(ii) Feitheoirí lae arna gceapadh ag an scoil, lena n-áirítear Feitheoirí in Ionaid Speisialta, 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. Seo a leanas an ráta íocaíochta do dhaoine aonair a cheaptar mar Cheannfoirt agus mar Cheannfoirt Ionaid Speisialta do na scrúduithe in 2023:

Feitheoirí arna gCeapadh ag an Scoil agus Feitheoirí in Ionaid Speisialta	**Ráta**	
Scrúduithe Praiticiúla	€127.77	in aghaidh an lae
Ríomheolaíocht/GCAT Freastal Réasúnta (Neamh-Chúntóir Riachtanas Speisialta)	€63.88	in aghaidh an tseisiúin
Ríomheolaíocht/GCAT Freastal Réasúnta (Cúntóir Riachtanas Speisialta)	€48.75	in aghaidh an tseisiúin
Scrúduithe Cluastuisceana Ardteistiméireachta/Teastais Shóisearaigh	€63.88	in aghaidh an tseisiúin
An Ardteistiméireacht Fheidhmeach (Le haghaidh Gaeilge Chumarsáideach, agus Teangacha (Bliain 1) Teicneolaíocht Faisnéise (Bliain 2)	€63.88	in aghaidh an tseisiúin

Foirm éilimh ábhartha:
Foirm P1 2023 – 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) Ceannfoirt arna gCeapadh ag an Scoil le haghaidh Cóiríochta Réasúnta

Is iad seo a leanas na rátaí le haghaidh feitheoirí arna gceapadh ag an scoil le haghaidh Cóiríochta Réasúnta (lena n-áirítear dualgais Léitheora agus/nó Scríobhaí) agus in ionaid speisialta do scrúduithe 2023:

Ráta Feitheora arna cheapadh ag an scoil (ráta neamh-chúntóra riachtanas speisialta)	€63.88 in aghaidh an tseisiúin
Ráta Feitheora arna cheapadh ag an scoil (ráta cúntóra riachtanas speisialta)	€48.75 in aghaidh an tseisiúin

Tá comhaontú ann idir an Roinn Oideachais agus an ceardchumann IMPACT, a dhéanann ionadaíocht ar Chúntóirí Riachtanas Speisialta, go n-íocfar táille chomhaontaithe le Cúntóir Riachtanas Speisialta i ndáil leis an bpost feitheoireachta, sa chás go bhfuil Cúntóir Riachtanas Speisialta ag tacú le hiarrthóir in ionad speisialta le linn na scrúduithe agus chomh maith leis sin ag comhlíonadh dualgas a bhaineann le feitheoireacht ar an ionad speisialta.

Foirm éilimh ábhartha: SP1 2023 - Éileamh ar Aisíoc Táillí a íocadh le Feitheoirí arna gceapadh ag an scoil, i gcás go bhfuil freastal réasúnta i gceist

(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 MoChúrsaí ar láithreán gréasáin na gCoimisinéirí Ioncaim agus an scoil a chlárú mar a bhfostóir.
Le go mbeadh na maoir in ann amhlaidh a dhéanamh, ní mór 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 MoChúrsaí 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

Déanfaidh CSS breithniú ar éilimh ó scoileanna agus suíomhanna eile arna maoiniú ag an státchiste ar chostais bhreise réasúnta arna dtabhú go sonrach agus scoil á oscailt ag aimsir na Cásca, faoi réir na gcoinníollacha thíos.

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.
Airíocht/Glantóireacht	Bunaithe ar rátaí pá comhaontaithe sa scoil le haghaidh Scrúduithe a reáchtálfar sa scoil thar laethanta saoire na Cásca a chlúdach.

Foirm éilimh ábhartha: **Faoi Chuid 3 'Costais Ilghnéitheacha'**
Foirm OS 2023 – 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. Ní mór d'iarrthóirí:

- a bheith incháilithe le haghaidh iompar scoile faoi théarmaí Scéim Iompair Scoile na Roinne, agus
- a bheith ag baint leasa as iompar scoile sa scoilbhliain reatha nach raibh seirbhísí iompair ar fáil dóibh le linn na tréimhse **ó Dé Sathairn 1 Aibreán go Déardaoin 6 Aibreán 2023 san áireamh**
- a bheith ag freastal ar scrúdú le linn na tréimhse sin, agus ba cheart é sin a chur 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 2023 – Foirm Éilimh Forléargais Scoileanna

(vii) Réamhobair/Measúnú ar Thionscadail le haghaidh Scrúduithe Stáit

Múinteoirí a dhéanann réamhobair agus measúnú ar thionscadail do na Scrúduithe Stáit i scoileanna, más iomchuí.
Mar eolas, ní féidir le gach iarrthóir ach íocaíocht amháin a éileamh do gach ábhar. Ba cheart do scoileanna socruithe a dhéanamh múinteoirí a íoc go díreach as an obair seo, agus féadfaidh siad na costais sin a aisghabháil mar chuid d'éileamh na scoile chuig CSS.

Tá réamhobair teoranta do na hábhair seo thíos agus tá feidhm ag na rátaí sonraithe.

Réamhobair		Ráta in aghaidh an Iarrthóra
An tSraith Shóisearach	Teicneolaíocht Adhmaid	€5.51
An tSraith Shóisearach	Scrúdú Praiticiúil, Eacnamaíocht Bhaile (Ardleibhéal agus Gnáthleibhéal)	€5.51
An Ardteistiméireacht	Scrúdú Praiticiúil, Staidéir Foirgníochta (Ardleibhéal agus Gnáthleibhéal)	€5.51
An Ardteistiméireacht	Scrúdú Praiticiúil, Innealtóireacht (Ardleibhéal agus Gnáthleibhéal)	€5.51
An Ardteistiméireacht	Obair Chúrsa, Ealaín (Ardleibhéal agus Gnáthleibhéal)	€5.51
An Ardteistiméireacht Fheidhmeach	Lónadóireacht Óstáin agus Turasóireacht	€5.51
An Ardteistiméireacht Fheidhmeach	Staidéir Grafaic agus Foirgníochta (Bliain 2)	€5.51
An Ardteistiméireacht Fheidhmeach	Teicneolaíocht Faisnéise agus Chumarsáide (Bliain 2)	€5.51

Measúnú Tionscadal		Ráta in aghaidh an Iarrthóra
An Ardteistiméireacht	Scrúdú Praiticiúil – Staidéir Foirgníochta	€3.96

Foirm éilimh ábhartha: Form APW1 2023 – Éileamh ar Aisíocaíocht Táillí a íocadh ar Mheasúnú Tionscadal agus Réamhobair

5. Réamhíocaíochtaí do Scoileanna

Déanfaidh CSS íocaíocht le scoileanna chun díol as cuid de na costais bhreise a bhaineann le Scrúduithe Stáit 2023. Eisíodh an íocaíocht sin do scoileanna i Nollaig 2022 agus déanfar é a fhritháireamh in aghaidh éileamh deiridh 2023. Ní thabharfar airleacain d'aon scoil nár chuir tuairisceán isteach chuig CSS sna blianta roimhe seo nó a bhfuil airleacan gan íoc acu.

6. Éilimh ar Aisíocaíocht

Ba cheart do scoileanna gach doiciméad a bhaineann le híocaíochtaí le pearsanra arna gceapadh ag an scoil do scrúduithe 2023 a choimeád le linn an phróisis

scrúdaithe. **Ní foláir gach éileamh a choimeád agus a sheoladh le chéile in aon bheart amháin ag deireadh na ngníomhaíochtaí ar fad a bhaineann le scrúduithe 2023.**

Is gá na héilimh go léir ar aisíocaíocht **a dhéanamh ar na foirmeacha SEC ábhartha**. An Fhoirm Forléargais OS 2023 chumaiscthe (ní mór an fhoirm seo a chomhlíonadh agus a chur ar ais le gach foirm éilimh aonair chuig;

An Rannóg Airgeadais,
Coimisiún na Scrúduithe Stáit
Corr na Madadh,
Baile Átha Luain,
An Iarmhí.

Má bhaintear úsáid as foirmeacha nach foirmeacha de chuid Choimisiún na Scrúduithe Stáit iad, cuirfear an t-éileamh iomlán 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.

7. Fiosruithe

Ba cheart aon fhiosruithe a chur chuig Rannóg Airgeadais Choimisiún na Scrúduithe Stáit ag na huimhreacha gutháin 090 - 644 2880 / 2877 / 2821 nó i ríomhphost chuig schoolspayable@examinations.ie

Guthán: 01-269 0677
info@fssu.ie

An 15 Márta 2023

Aguisín 1

Tá 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 2023 - Foirm Éilimh Forléargais Scoileanna
- E.A.1. 2023 - Foirm Éilimh do Chúntóirí Scrúduithe 2023
- Form P12023 – Éileamh ar Aisíocaíocht Táillí a íocadh ar LCVP/ Ríomheolaíocht/ Ábhair LCA /Cluastrialacha
- SP1 2023 - Éileamh ar Aisíoc Táillí a íocadh le Feitheoirí arna gceapadh ag an scoil, áit a bhfuil freastal réasúnta i gceist
- Bileog Ama an Mhaoir - Os cionn 18 mbliana d'aois
- Bileog Ama an Mhaoir - Faoi bhun 18 mbliana d'aois
- Foirm APW1 2023 - Éileamh ar Aisíocaíocht Táillí a íocadh ar Mheasúnú Tionscadal agus Réamhobair

Aguisín 2

Cúntóirí Scrúdaithe	€155.14	in aghaidh an lae

Feitheoirí		
Freastal Réasúnta: (Ráta do Dhaoine nach Cúntóirí Riachtanas Speisialta iad)	€63.88	in aghaidh an tseisiúin
Freastal Réasúnta: (Ráta do Chúntóirí Riachtanas Speisialta)	€48.75	in aghaidh an tseisiúin
Scrúduithe Praiticiúla	€127.77	in aghaidh an lae
Ríomheolaíocht/GCAT Freastal Réasúnta (Neamh-Chúntóir Riachtanas Speisialta)	€63.88	in aghaidh an tseisiúin
Ríomheolaíocht/GCAT Freastal Réasúnta (Cúntóir Riachtanas Speisialta)	€48.75	in aghaidh an tseisiúin
Scrúduithe Cluastuisceana Ardteistiméireachta/Teastais Shóisearaigh	€63.88	in aghaidh an tseisiúin
An Ardteistiméireacht Fheidhmeach (Le haghaidh Gaeilge Chumarsáideach, agus Teangacha (Bliain 1) Teicneolaíocht Faisnéise (Bliain 2)	€63.88	in aghaidh an tseisiúin

Múinteoirí a thugann faoi réamhobair agus measúnú tionscadal		
Réamhobair	€5.51	In aghaidh an Iarrthóra
Measúnú Tionscadal	€3.96	In aghaidh an Iarrthóra