Additional Resources and Payment Arrangements for School Appointed Personnel for State Examinations 2025

1. Introduction
2. Refunds to Schools
3. Application of Tax, PRSI and USC
4. Rates of Payment 2025
5. Advance Payments to Schools
6. Claims for Reimbursement

1. Introduction

Where students in special schools are involved in the state exams and payments are made to school appointed personnel, this guideline outlines the rates of pay and the refund procedure schools must follow.

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 2025 from the SEC, to include the Examination Aides, all school appointed Superintendents, Examination Attendants, payment for preparatory work and assessment of projects, miscellaneous expenses and transport costs associated with Oral Examinations at Easter.

The relevant forms and receipts, including the master 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 S14/2025 advises of the payment arrangements, including rates of payment, which will apply for school appointed personnel and other additional costs for Examinations 2025.

The circular should be read in conjunction with SEC Circulars: Circular S88/24 - Important Announcement in Relation to Oral Examinations in Irish & Modern Foreign Languages for Leaving

Certificate 2025 and [SEC Circular S11/25] - Leaving Certificate (Established) Oral Examinations 2025; Oral Examinations in Irish and Modern Foreign Languages for Leaving Certificate 2025, 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 Days
b) Examination Aide – Pastoral Support for Leaving Certification Oral examinations at Easter
c) School appointed Superintendents for the day Practicals, Construction Studies, Engineering, LCVP Links Modules, LCA ICT, Computer Science and Aural Examinations
d) School appointed Superintendents for special examination centres
e) Examination Attendants
f) Miscellaneous Expenses associated with Schools open during Easter holidays to facilitate Leaving Certification Oral Examinations 2025
g) Transport costs associated with candidates travelling to school for examinations over Easter holidays
h) 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 0.6%.

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 2025

(i) Examination Aides

Examination Aides Rate per Day	€167.54

As per SEC Circular S14/2025, 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. Oral Examinations at Easter

These resources are specific to the timing of the Leaving Certificate Language Oral examinations in the Easter Holidays.	**Up to 120 Leaving Certificate Candidates**	**120 or more Leaving Certificate Candidates**
Administration Examinations Aide: Planning and administration of the examinations taking place over the Easter holidays from Saturday 12 April 2025 to Thursday 17 April 2025.	Up to 8 Days	Up to 10 Days
Pastoral Support Examination Aide: a) support candidates coming into school for their examinations b) ensure the attendance of all candidates for these important examinations	One day for each day on which oral examinations are scheduled in the schools. Up to 6 days	One day for each day on which oral examinations are scheduled in the schools. Up to 6 days

c. Other Days

Schools which have examinations on Monday 23 or Tuesday 24 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 receipt of the written examination papers.	2 Days per Sunday as required	2 Days per Sunday as required

Relevant claim form:

- Form E.A.1 2025 – Examination Aide School Reimbursement Form 2025

(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. The rate of payment for individuals appointed as Superintendents and Special Centre Superintendents for the examinations in 2025 are as follows:

School Appointed Superintendent and Special Centre Superintendents	Rate	
Practical Tests	€137.98	per day
L.C.V.P/Computer Science Reasonable Accommodations (Non-SNA)	€68.99	per session
L.C.V.P/Computer Science Reasonable Accommodations (SNA)	€52.64	per session
Aural Exams Leaving Certificate/Junior Cycle	€68.99	per session
Leaving Certificate Applied (For Gaeilge Chumarsáideach, & Languages (Year 1) Information Technology (Year 2)	€68.99	per session

Relevant Claim Form:

- Form P1 2025- Claim for Refund of Fees paid for Practical/Aural/Computer Science/LCVP/Listed LCA Subject

(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 2025 examinations are as follows:

School appointed Superintendent (Non-SNA Rate)	€68.99 per session
School appointed Superintendent (SNA Rate)	€52.64 per session

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, will be paid to the SNA in respect of the superintending role.

Relevant claim form:

- SP1 2025 - 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.

The cost of any student attendants assigned by schools to individual special centres are a matter for the school. However, the State Examinations Commission will provide for attendants assigned to shared special examination centres where one attendant may be engaged for every two shared special centres, where there are 6 candidates or more between the two centres.

Payments to attendants should be processed through the school payroll and costs recouped from the SEC, 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 school's 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 0.6% (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 – Associated with Oral Examinations Only'

➢ Overview Form 2025 – Summary of School Claim

(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
- be availing of school transport in the current school year for whom transport services are not available over the period **Saturday 12 April to Thursday 17 April inclusive** and
- be required to attend for the Oral examination event over this period.

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

Note: For the Deferred Leaving Certification examination, candidates are required to meet their own costs.

Relevant claim form:

Under Part 3 'Miscellaneous Expenses – Associated with Oral Examinations Only'

➢ Overview Form 2025 – Summary of School Claim

(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	€5.95
Junior Cycle	Home Economics Practical (Higher & Ordinary)	€5.95
Leaving Certificate	Construction Studies Practical (Higher & Ordinary)	€5.95
Leaving Certificate	Engineering Practical (Higher & Ordinary)	€5.95
Leaving Certificate	Art Coursework (Higher & Ordinary)	€5.95
Leaving Certificate Applied	Hotel Catering & Tourism	€5.95
Leaving Certificate Applied	Graphics & Construction Studies (Year 2)	€5.95
Leaving Certificate Applied	Info & Communications Technology (Year 2)	€5.95

Assessment of Projects		**Rate per Candidate**
Leaving Certificate	Construction Studies – Practical	€4.28

Relevant claim form:

- Form APW1 2025 – Claim for Refund of Fees Paid for Assessment of Projects and Preparatory Work

5. Advance Payments to Schools

To assist with defraying some of the costs associated with the 2025 State Examinations, the SEC will provide an advance payment to schools in May 2025 for Examinations 2025, in line with the normal practice. The advance will be offset against the final school 2025 claim.

6. Claims for Reimbursement

All documentation relating to payments to school appointed personnel for examinations 2025 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 2025.

All claims for reimbursement **must be made on the appropriate SEC forms**.
The composite Overview Form OS 2025 must be completed and returned with all completed individual claim forms to:

Finance Section, ***State Examinations Commission,*** ***Cornamaddy,*** ***Athlone,*** ***Co Westmeath.*** ***N37 TP65***

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 Finance Section at phone numbers: 090 - 644 2801 / 2877 / 2847 /2805 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.

Financial Support Services Unit
Tel: 01-910 4020
primary@fssu.ie

1st May 2025

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:

- Overview Form 2025 – Summary of School Claim
- Form E.A.1 2025 – Examination Aide School Reimbursement Form 2025
- Form P1 2025 - Claim for Refund of Fees paid for Practical/Aural/Computer Science/ LCVP/ Listed LCA Subject
- SP1 2025 - 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 2025 – Claim for Refund of Fees Paid for Assessment of Projects and Preparatory Work

Appendix 2

Examination Aides	€167.54	per day

Superintendents		
Reasonable Accommodations: (Non-SNA Rate)	€68.99	per session
Reasonable Accommodations: (SNA Rate)	€52.64	per session
Practical Tests	€137.98	per day
L.C.V.P/Computer Science Reasonable Accommodations (Non SNA)	€68.99	per session
L.C.V.P/Computer Science Reasonable Accommodations (SNA)	€52.64	per session
Aural Exams Leaving/Junior Cert	€68.99	per session
Leaving Certificate Applied (For Gaeilge Chumarsáideach, & Languages (Year 1) Information Technology (Year 2)	€68.99	per session

Teachers who undertake preparatory work and assessment of projects		
Preparatory Work	€5.95	Per candidate
Assessment of Projects	€4.28	Per candidate

Acmhainní Breise agus Socruithe Íocaíochta do Phearsanra arna Cheapadh ag an Scoil le haghaidh Scrúduithe Stáit 2025

1. Réamhrá
2. Aisíocaíochtaí le Scoileanna
3. Riar Cánach, ÁSPC agus MSU
4. Rátaí Íocaíochta 2025
5. Réamhíocaíochtaí le Scoileanna
6. Éilimh ar Aisíocaíocht

1. Réamhrá

I gcás go mbíonn scoláirí i scoileanna speisialta páirteach i scrúduithe stáit, agus go ndéantar Íochaíochta le pearsanra arna cheapadh ag na scoil féin, leagtar amach sa treorlíne seo na rátaí pá agus an nós imeachta aisíocaíochta a gcaithfidh scoileanna cloí leo.

Is gá do scoileanna:

- íocaíocht a shocrú do phearsanra arna cheapadh ag an scoil atá i mbun róil scrúdaithe.
- taifid a choinneáil ar na gníomhaíochtaí sin; agus
- admhálacha a bhailiú uathu siúd a íocadh le go mbeadh sé níos éasca íocaíocht a éileamh ar Choimisiún na Scrúduithe Stáit in am trátha.

Ag deireadh thréimhse na scrúduithe, ba cheart do scoileanna na costais a tabhaíodh do Scrúduithe Stáit 2025 a éileamh ar Choimisiún na Scrúduithe Stáit, lena n-áirítear na Cúntóirí Scrúdaithe, gach Feitheoir arna cheapadh ag an scoil, Maoir Scrúdaithe, ío caíocht as réamhobair agus measúnú ar thionscadail, costais ilghnéitheacha agus costais iompair a bhaineann leis na Scrúduithe Béil in aimsir na Cásca.

Tá na foirmeacha agus na hadmhálacha 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 an Choimisiúin ag www.examinations.ie faoi: Scoileanna > Ciorcláin/Faisnéis > Feitheoirí, Ionaid, Cúntóirí Scrúdaithe.

Tabhair do d'aire nach bhfuil sé i gceist ag an gCoimisiún foirmeacha éilimh a chur sa phost chuig scoileanna i mbliana

Tá na socruithe íocaíochta leagtha amach i gCiorclán S14/2025 ó Choimisiún na Scrúduithe Stáit , lena n-áirítear na rátaí íocaíochta a bheidh i gceist maidir le pearsanra arna cheapadh ag an scoil, mar aon le costais bhreise eile le haghaidh Scrúduithe 2025.

Ba cheart an ciorclán a léamh in éineacht le ciorcláin eile ó Choimisiún na Scrúduithe Stáit: Ciorclán S88/24 ó Choimisiún na Scrúduithe Stáit - Important Announcement in Relation to Oral Examinations in Irish & Modern Foreign Languages for Leaving Certificate 2025 agus Ciorclán S11/25 ó Choimisiún na Scrúduithe Stáit – Leaving Certificate (Established) Oral Examinations 2025; Oral Examinations in Irish and Modern Foreign Languages for Leaving Certificate 2025, chomh maith le haon chiorcláin eile a bhaineann le reáchtáil na scrúduithe.

2. Aisíocaíochtaí le Scoileanna

Déanfaidh Coimisiún na Scrúduithe Stáit na costais a aisíoc i leith na nithe seo a leanas i gcás inarb iomchuí déanamh amhlaidh:

a) Laethanta Cúntóirí Scrúdaithe
b) Cúntóir Scrúduithe – Tacaíocht Thréadach do Scrúdú cainte na hArdteistiméireachta ag an gCáisc
c) Feitheoirí lae arna gceapadh ag an scoil do na Scrúduithe Praiticiúla, Staidéar Foirgníochta, Innealtóireacht, Nascmhodúil GCAT (LCVP), TFC ATF (LCA ICT); Ríomheolaíocht agus Scrúduithe Cluastuisceana
d) Feitheoirí arna gceapadh ag an scoil d’ionaid speisialta scrúduithe
e) Maoir Scrúdaithe
f) Costais Ilghnéitheacha a bhaineann le Scoileanna a bhí ar oscailt le linn shaoire na Cásca chun Scrúduithe Béil na hArdteistiméireachta 2025 a éascú
g) Costais iompair a bhaineann le hiarrthóirí ag taisteal chun na scoile le haghaidh scrúduithe thar laethanta saoire na Cásca
h) Íocaíochtaí as réamhobair/measúnú ar thionscadail.

3. Riar Cánach, ÁSPC agus MSU

Ní mór do phearsanra arna cheapadh ag an scoil a bhfuil baint acu le reáchtáil na scrúduithe stáit a bheith cláraithe le ROS agus an íocaíocht a phróiseáil trí ríomhphacáiste párolla na scoile. Is iad na scoileanna aonair atá freagrach as cáin ioncaim, ÁSPC agus MSU a riar i gcás na gceapachán thuasluaite agus as aon airgead a asbhaintear ina leith a íoc leis na Coimisinéirí Ioncaim.

Clúdaítear ceapachán pearsanra scoile le haghaidh scrúduithe faoi **ÁSPC Aicme J**. Is é is cúis leis sin ná gur fofhostaíocht í an obair ar scrúduithe stáit. Caithfear é seo a dheimhniú faoi shonraí an fhostaí sa phacáiste párolla. Is é an ráta ÁSPC fostóra faoin aicme seo ná 0.6%. 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 fhostaíocht a chlárú a luaithe is féidir chun an cháin éigeandála a sheachaint. Ní mór dóibh clárú le haghaidh 'moChúrsaí' leis na Coimisinéirí Ioncaim chun é sin a dhéanamh. Tar éis dóibh pasfhocal 'moChúrsaí' a fháil, 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 2025

(i) Cúntóirí Scrúdaithe

Ráta Cúntóirí Scrúdaithe in aghaidh an Lae	€167.54

De réir Chiorclán S14/2025 ó Choimisiún na Scrúduithe Stáit, braithfidh líon na laethanta Cúntóirí Scrúdaithe a bheidh ar fáil 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 seo 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 in Aimsir na Cásca

Braitheann na hacmhainní seo go sonrach ar an gcaoi a ndéantar scrúduithe béil na hArdteistiméireachta a sceidealú i Laethanta Saoire na Cásca.	**Suas le 120 Iarrthóir Ardteistiméireachta**	**120 Iarrthóir Ardteistiméireachta nó níos mó**
Riarachán um Chúntóirí Scrúduithe: Pleanáil agus riar na scrúduithe thar laethanta saoire na Cásca ó Dé Sathairn, an 12 Aibreán 2025 go Déardaoin, an 17 Aibreán 2025.	Suas le 8 Lá	Suas le 10 Lá
Cúntóir Scrúduithe Tacaíochta Tréadaí: a) tacú le hiarrthóirí agus iad ag teacht isteach sa scoil le haghaidh scrúduithe b) cinntiú go bhfreastalaíonn iarrthóirí ar na scrúduithe tábhachtacha seo.	Lá amháin in aghaidh gach lae dá bhfuil scrúduithe cainte le bheith ar siúl. Suas le 6 lá	Lá amháin in aghaidh gach lae dá bhfuil scrúduithe cainte le bheith ar siúl. Suas le 6 lá

c. Laethanta Eile

Scoileanna a reáchtálann scrúduithe Dé Luain, an 23 Meitheamh nó Dé Máirt, an 24 Meitheamh, is ceadmhach dóibh suas le 2 lá bhreise a éileamh; ceann do gach lá a chaithfidh siad a bheith ar oscailt	Suas le 2 lá	Suas le 2 lá
Scoileanna a osclaíonn ar dhá 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 de réir mar is gá

An fhoirm éilimh ábhartha:

- Foirm E.A.1 2025 – Foirm Aisíocaíochta Scoile maidir le Cúntóir Scrúdaithe, 2025

(ii) Feitheoirí arna gceapadh ag an scoil, lena n-áirítear Feitheoirí Ionaid Speisialta, le haghaidh na Scrúduithe Lae Praiticiúla sa Staidéar Foirgníochta agus san Innealtóireacht; Nascmhodúil GCAT; TFC ATF; Ríomheolaíocht; agus Scrúduithe Cluastuisceana

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. Is iad seo a leanas na rátaí íocaíochta do dhaoine aonair a cheaptar mar Fheitheoirí agus mar Fheitheoirí Ionaid Speisialta do na scrúduithe in 2025:

Feitheoirí arna gCeapadh ag an Scoil agus Feitheoirí in Ionaid Speisialta	Ráta	
Scrúduithe Praiticiúla	€137.98	in aghaidh an lae
Gairmchlár na hArdteistiméireachta/Freastal Réasúnta Ríomheolaíochta (Neamhchúntóir Riachtanas Speisialta)	€68.99	in aghaidh an tseisiúin
Ríomheolaíocht/GCAT Freastal Réasúnta (Cúntóir Riachtanas Speisialta)	€52.64	in aghaidh an tseisiúin
Scrúduithe Cluastuisceana Ardteistiméireachta/Teastais Shóisearaigh	€68.99	in aghaidh an tseisiúin
An Ardteistiméireacht Fheidhmeach (Le haghaidh Gaeilge Chumarsáideach, agus Teangacha (Bliain 1) Teicneolaíocht Faisnéise (Bliain 2)	€68.99	in aghaidh an tseisiúin

An fhoirm éilimh ábhartha:

- Foirm P1 2025 - Iarratas Ar Aisíocaíocht a Iocadh Le Feitheoirí Practiciúil/Cluastuisceanna/Ríomheolaíocht/GCAT/hÁbhair LCA

(iii) Feitheoirí arna gCeapadh ag an Scoil i gcomhair Freastal Réasúnta

Is iad seo a leanas na rátaí le haghaidh feitheoirí arna gceapadh ag an scoil le haghaidh freastal réasúnta (lena n-áirítear dualgais Léitheora agus/nó Scríobhaí) agus in ionaid speisialta do scrúduithe 2025:

Ráta Feitheora arna cheapadh ag an scoil (ráta neamh-chúntóra riachtanas speisialta)	€68.99 in aghaidh an tseisiúin
Ráta Feitheora arna cheapadh ag an scoil (ráta cúntóra riachtanas speisialta)	€52.64 in aghaidh an tseisiúin

Tá comhaontú ann idir an Roinn Oideachais agus an ceardchumann FORSA, a dhéanann ionadaíocht ar Chúntóirí Riachtanas Speisialta, go n-íocfar táille chomhaontaithe le Cúntóir Riachtanas Speisialta i ndáil leis an bpost feitheoireachta, i gcás 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 2025 - 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.

Baineann an costas a bhaineann le haon mhaoir daltaí a shannann an scoil d'ionaid speisialta faoi leith leis an scoil féin. Ach, clúdóidh Coimisiún na Scrúduithe Stáit aon mhaoir a shanntar d'ionaid speisialta roinnte sa chás go mbeidh maor amháin in úsáid le haghaidh gach dhá ionad speisialta faoi leith, sa chás go mbeidh 6 iarrthóir nó níos mó ann idir an dá ionad.

Ba cheart íocaíochtaí le maoir a phróiseáil trí phárolla na scoile, ag Aicme J, nó ag 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 0.6% (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.

An fhoirm éilimh ábhartha:

Faoi Chuid 3 'Costais Ilghnéitheacha – Bainteach le Scrúduithe Béil Amháin'

➢ Foirm Forléargais 2025 – Achoimre ar Éileamh Scoile

(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
- bheith ag baint úsáid as iompar scoile sa scoilbhliain reatha ach nach raibh na seirbhísí iompair sin ar fáil sa tréimhse ó **Dé Sathairn, an 12 Aibreán go Déardaoin, an 17 Aibreán**, **agus an dá lá sin san áireamh** agus
- ar gá dóibh freastal ar Scrúdú cainte le linn na tréimhse sin.

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

Nóta: i gcás scrúdaithe Iarchurtha na hArdteistiméireachta, ní mór d'iarrthóirí a gcostais féin a chlúdach.

Foirm éilimh ábhartha:

Faoi Chuid 3 'Costais Ilghnéitheacha – Bainteach le Scrúduithe Béil Amháin'

➢ Foirm Forléargais 2025 – Achoimre ar Éileamh Scoile

(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	€5.95
An tSraith Shóisearach	Scrúdú Praiticiúil, Eacnamaíocht Bhaile (Ardleibhéal agus Gnáthleibhéal)	€5.95
An Ardteistiméireacht	Scrúdú Praiticiúil, Staidéir Foirgníochta (Ardleibhéal agus Gnáthleibhéal)	€5.95
An Ardteistiméireacht	Scrúdú Praiticiúil, Innealtóireacht (Ardleibhéal agus Gnáthleibhéal)	€5.95
An Ardteistiméireacht	Obair Chúrsa, Ealaín (Ardleibhéal agus Gnáthleibhéal)	€5.95
An Ardteistiméireacht Fheidhmeach	Lónadóireacht Óstáin agus Turasóireacht	€5.95
An Ardteistiméireacht Fheidhmeach	Staidéir Grafaic agus Foirgníochta (Bliain 2)	€5.95
An Ardteistiméireacht Fheidhmeach	Teicneolaíocht Faisnéise agus Chumarsáide (Bliain 2)	€5.95

Measúnú Tionscadal		Ráta in aghaidh an Iarrthóra
An Ardteistiméireacht	Scrúdú Praiticiúil – Staidéir Foirgníochta	€4.28

Foirm éilimh ábhartha:

- Foirm APW1 2025 - Éileamh ar Aisíocaíocht Táillí a íocadh as Measúnú Tionscadal agus Réamhobair

5. Réamhíocaíochtaí le Scoileanna

Le cuid de na costais a bhaineann le Scrúduithe Stáit 2025 a chlúdach, déanfaidh Coimisiún na Scrúduithe Stáit réamhíocaíocht le scoileanna i mí na Bealtaine 2025 as Scrúduithe 2025, mar a dhéantar de ghnáth. Déanfar an réamhíocaíocht a fhritháireamh in aghaidh éileamh deiridh 2025.

6. Éilimh ar Aisíocaíocht

Ba cheart do scoileanna gach doiciméad a bhaineann le híocaíochtaí le pearsanra arna gceapadh ag an scoil do scrúduithe 2025 a choimeád i rith an phróisis scrúdaithe. **Ní foláir gach éileamh a**

<u>choimeád agus a sheoladh le chéile in aon bheart amháin ag deireadh na ngníomhaíochtaí ar fad a bhaineann le scrúduithe 2025.</u>

Is gá na héilimh go léir ar aisíocaíocht **<u>a dhéanamh ar na foirmeacha SEC ábhartha</u>**.

Ní mór an Fhoirm Forléargais OS 2025 chumaiscthe a chomhlíonadh agus a chur ar ais le gach foirm éilimh faoi leith chuig:

An Rannóg Airgeadais, ***Coimisiún na Scrúduithe Stáit,*** ***Corr na Madadh,*** ***Baile Átha Luain,*** ***An Iarmhí.*** ***N37 TP65***

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 2801 / 2877 / 2847 nó tríd an 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.

An tAonad um Sheirbhísí Tacaíochta Airgeadais
Guthán: 01-910 4020
primary@fssu.ie

An 1ú Bealtaine 2025

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:

- Foirm Forléargais 2025 – Achoimre ar Éileamh Scoile
- Foirm E.A.1 2025 – Foirm Aisíocaíochta Scoile maidir le Cúntóir Scrúdaithe, 2025
- Foirm P1 2025 – Éileamh ar Aisíocaíocht Táillí a íocadh as Scrúdú Praiticiúil/Scrúdú Cluastuisceana/Ríomheolaíocht/GCAT/Ábhair ATF Liostaithe
- SP1 2025 - Éileamh ar Aisíoc Táillí a íocadh le Feitheoirí arna gceapadh ag an scoil i gcás go 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 2025 - Éileamh ar Aisíocaíocht Táillí a íocadh as Measúnú Tionscadal agus Réamhobair

Aguisín 2

Cúntóirí Scrúdaithe	€167.54	in aghaidh an lae

Feitheoirí		
Freastal Réasúnta: (Ráta do Dhaoine nach Cúntóirí Riachtanas Speisialta iad)	€68.99	in aghaidh an tseisiúin
Freastal Réasúnta: (Ráta do Chúntóirí Riachtanas Speisialta)	€52.64	in aghaidh an tseisiúin
Scrúduithe Praiticiúla	€137.98	in aghaidh an lae
Ríomheolaíocht/GCAT Freastal Réasúnta (Neamh-Chúntóir Riachtanas Speisialta)	€68.99	in aghaidh an tseisiúin
Ríomheolaíocht/GCAT Freastal Réasúnta (Cúntóir Riachtanas Speisialta)	€52.64	in aghaidh an tseisiúin
Scrúduithe Cluastuisceana Ardteistiméireachta/Teastais Shóisearaigh	€68.99	in aghaidh an tseisiúin
An Ardteistiméireacht Fheidhmeach (Le haghaidh Gaeilge Chumarsáideach, agus Teangacha (Bliain 1) Teicneolaíocht Faisnéise (Bliain 2)	€68.99	in aghaidh an tseisiúin

Múinteoirí a thugann faoi réamhobair agus measúnú tionscadal		
Réamhobair	€5.95	In aghaidh an Iarrthóra
Measúnú Tionscadal	€4.28	In aghaidh an Iarrthóra