



Coimisiún na Scrúduithe Stáit
State Examinations Commission

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

Payment Arrangements for School Appointed Superintendents, Examinations Aides and Art Models at the 2012 Certificate Examinations

To the Principal of the School named in the address.

The purpose of this circular is to advise you of the payment arrangements, including the rates of payment, for certain school appointed personnel for the 2012 certificate examinations. Also, I wish to notify you of a change to the method of calculating payment for superintendents of special examination centres with the introduction of a session rate in place of a daily rate. Further details are set out below at 'A' Rates of Payment'. A supply of claim forms, and other required documentation, for the various positions is also provided.

The State Examinations Commission (SEC) will refund the costs of employment in respect of the following examinations positions:

1. School appointed examination superintendents for LCA, LCVP, Aural and Practical examinations (see Appendix B for list of practical subjects) and for superintendents of special centres under the scheme of reasonable accommodations (including those who also act as readers/scribes)
2. Examinations Aides
3. Art Models

A. Rates of Payment 2012

The rates of pay for the various positions are presented at Appendix A. While there is no change to the rates of pay for 2012 there is a change from a daily to a session rate for superintendents of special centres. This change was notified to Schools in S 24/12 'Scheme of Reasonable Accommodations at the Certificate Examinations (RACE)' in March 2012.

Superintendents of special examination centres, appointed by the school authorities, have in the past been paid a flat daily rate regardless of the number of examinations superintended on a particular day. With effect from the 2012 examinations superintendents of special examination centres will be paid by reference to the number of examination sessions that they superintend. The special centre superintending rate is now **€42.75** per session for SNAs and **€56.02** per session for non SNAs (i.e. a superintendent of a special centre who superintends two sessions in any day will continue to be paid the equivalent of the previous daily rate).

A session is regarded as a morning or an afternoon examination sitting. In the context of special examinations centres, aural tests are considered part of the examination session in the subject to which they relate and are not regarded as examination sessions in their own right. Superintendents of special examination centres will not be paid an additional session rate for aural tests if they have already superintended the subject to which the aural relates

It is noted that, unlike the superintendents of main examination centres, superintendents of such centres are responsible for either one or a very small number of candidates, do not have custody of the box of examination papers or the stationery box and have no responsibility for the safe custody and return of the examination scripts to the SEC.

B. School Appointment of Superintendents

Information regarding the school appointment of superintendents for LCA, LCVP, Aural and Practical examinations and for reasonable accommodations is contained in various SEC publications. A guide to these publications is presented at Appendix B. All documentation referred to is available from the Schools Section of the SEC website www.examinations.ie.

C. Special Needs Assistants appointed as Superintendents

Where the school has appointed a local Superintendent, as per 1B of 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 and Skills has an agreement with the trade union IMPACT, which represents SNAs, that in cases where an SNA is supporting a candidate in a special centre during the examinations and **also** performing the duties associated with superintending of the special centre, the agreed fee, as detailed in Appendix A, will be paid in respect of the superintending role.

The SEC recognises that all decisions with regard to the appointment of superintendents of special examination centres and other situations which require a locally appointed superintendent are matters for the school authority acting in the best interest of candidates.

D. Examinations Aides

The rate of payment for individuals appointed as Examinations Aides, under the terms and conditions for appointment to the position as set out in Circular S28/12, is contained in Appendix A.

E. Art Models

The rate of payments for individuals appointed as Art Models for Junior Certificate Art Drawing & Leaving Certificate Art Life Sketching is contained in Appendix A. Note that the rate is per session.

F. Application of Tax and PRSI

It is the responsibility of individual schools/VECs 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 for further information.

The appointment of superintendents and examination aides is covered under Class J PRSI. The rate of employer PRSI under this class is 0.5%. The SEC will refund to schools/VEC's the employer PRSI at the appropriate rate in respect of superintendents and examination aides.

G. Public Service Pension Related Deduction

Earnings in respect of work conducted for, or on behalf of, the SEC are subject to the Public Service Pension Related Deduction (PRD) as provided for in the *Financial Emergency Measures in the Public Interest Act 2009*. The following section details how PRD should be applied by schools/VECs in respect of locally appointed superintendents and examinations aides. This section also provides details of how deductions in respect of PRD should be reported to the SEC.

g. 1 Determining Applicability of/Exemption from PRD

The *Emergency Measures in the Public Interest Act 2009* defines a person to whom the PRD applies as a person who

- i. is a public servant, **and**,
- ii. is a member of a public service pension scheme, **or**,
- iii. is entitled to a benefit under a public service pension scheme, **or**,
- iv. receives a payment in lieu of membership of a public service pension scheme

An individual appointed by a school as a superintendent or an examinations aide who meets any of the criteria above is subject to PRD.

An individual who does not meet any of these criteria is considered exempt from PRD. Individuals wishing to claim an exemption from PRD should do so in writing to the school/VEC stating that they are claiming an exemption as provided for in the legislation. A template exemption form is provided at appendix C. Completed forms are to be retained by the school/VEC for audit purposes. They should not be returned to the SEC. Payments to exempt individuals for examinations work may be made without applying PRD.

The SEC expects that a significant proportion of locally appointed examinations personnel, as serving SNAs and teachers, will be liable to PRD.

g. 2 Determining the Rate(s) of PRD to Apply

If an individual appointed as a superintendent or examinations aide is subject to PRD, by reference to the criteria set out above, then the school/VEC must determine the rate of PRD to apply by reference to the individual's employment or pension status as follows:

- The school/VEC is the individual's main employer: if the individual is otherwise employed by the school/VEC (e.g., as a teacher, SNA, etc) then the school/VEC should deduct PRD at the appropriate rate by reference to the aggregate earnings in the employment, including the earnings in respect of examinations work. The PRD rates are set out in the table below. **NB The individual is considered to be employed by the school/VEC even if the Department of Education and Skills is the paying agent.**
- The school/VEC is the individual's subsidiary employer: if the individual is only employed by the school/VEC for the purpose of the state examinations, then the school/VEC is required to deduct PRD, at a rate of **10.5%**, from all of their earnings in respect of examinations work.
- The individual is in receipt of a public service pension; the school/VEC should apply PRD to earnings in respect of their examinations work only by reference to the rates and thresholds set out in the table below.

The rates of PRD that apply to all public service income are as follows.

€0- €15,000	0%
€15,001 - €20,000	5%
€20,001 - €60,000	10%
€60,000	10.5%

g. 3 Reporting on PRD Deductions Made

The SEC will reimburse schools/VECs for the employment of locally appointed examinations personnel net of PRD. The SEC will then report the PRD deducted, based on the information provided by the school/VEC, to the Exchequer. **Schools/VECs must not return PRD monies deducted from examinations earnings to either the SEC or the Department of Education and Skills.**

All schools/VECs are required to record the individual PRD amounts deducted from payments to school appointed superintendents and examinations aides on the relevant SEC claim forms. All claims for reimbursement must also be accompanied by the new composite recording form OS 2012. This form facilitates the recording of all PRD deductions from such staff and will enable the SEC to make the necessary exchequer PRD returns.

H. Claims for Payment

All claims for reimbursement of the cost of employing locally appointed examinations personnel **must be made on the appropriate forms and must be accompanied by signed receipts**. The composite form OS 2012 must also be completed and returned. Supplies of the receipt slips and of the relevant forms are enclosed. Additional copies of any of the required documentation may also be printed down from the Schools section of www.examinations.ie. All claims are to be held and sent together in one submission to Schools/VEC Section, Finance Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath.

The SEC will only accept claims for reimbursement on SEC forms of account, the use of non SEC forms will result in the entire claim being returned to the School/VEC. All claims for reimbursement must be signed by the recipient in the school/VEC and the school principal. Claims that are completed incorrectly, inaccurately and /or unsigned will be returned in their entirety to the school/VEC.

All enquiries on foot of this circular should be directed to the Finance Section at phone numbers 090 - 644 2880 / 2803 or via e-mail to financial@examinations.ie

Michael Kiely
Principal Officer
Finance Division
May 2012

Appendices:

- Appendix A: 2012 Rates of Payment for Superintendents, Examination Aides & Models
- Appendix B: List of circulars/documents that deal with the school appointment of certain examinations personnel
- Appendix C: PRD Exemption Claim Form Template

Enclosures:

Claim Forms / Forms of Account

- E.A.1 2012 Examinations Aide
- P1 2012 Practical & Aural Locally Appointed Superintendents/Models for Junior Certificate, Leaving Certificate, LCVP and Leaving Certificate Applied
- P1 Receipt 2012
- SP1 2012 Locally Appointed Superintendents where Reasonable Accommodations arise – Junior Certificate, Leaving Certificate, Leaving Certificate Applied and LCVP
- OS 2012 Overview Form

Instructions for the completion of all forms enclosed



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Leaving & Junior Certificate Examinations 2012

Rates of Payment for Superintendents, Examination Aides & Models

Superintendents		
Reasonable Accommodations: (Non-SNA Rate)	€56.02	per session
Reasonable Accommodations: (SNA Rate)	€42.75	per session
Practical Tests	€112.04	per day
L. C. V. P	€112.04	per day
Aural Exams Leaving/Junior Cert	€56.02	per session
Leaving Certificate Applied (For Gaeilge Chumarsáideach, & Languages (Year 1) Information Technology (Year 2))	€56.02	per session
Examination Aides	€136.04	per day
Art Models (For Junior Certificate Art Drawing & Leaving Certificate Art Life Sketching.)	€12.32	per session
TS / Trade Examinations	€14.61	per hour

**Finance Section
State Examinations Commission
May 2012**

Leaving & Junior Certificate Examinations 2012

Information on the Appointment of Superintendents, Examination Aides & Models

Please refer to the following circulars/documents/information booklets for information relating to the appointment. All of these publications are available from the Schools Section of the SEC website www.examinations.ie

Reasonable Accommodations Superintendents

Reasonable Accommodation Guidelines for Schools and Superintendents
Scheme of Reasonable Accommodations at the Certificate
Examinations (RACE) Circular S 24/12

Practical Superintendents - Leaving and Junior Certificate.

Junior Cert Art Circular S 42/12
Junior Cert Metalwork (higher level only) Circular S 33/12
Junior Cert Typewriting to be issued in May 2012

Leaving Cert Art Circular S 10/12
Leaving Cert Engineering Circular S 11/12
Leaving Cert Construction Circular S 29/12

Leaving Cert Vocational Programme Circular S 03/12

Leaving/Junior Cert Aural Exams Letter issued in May 2012

Leaving Cert Applied

Aural Examinations – year 1 Letter issued in May 2012
LCA Practical Performance Tasks Letter issued in May 2012
Leaving Certificate Applied 2010 – Information and Communication Technology –
Practical Performance and Written Test Letter issued in May 2012

Examinations Aide Circular S 28 /12

Art Models

Junior Cert Art Circular S 42/12
Leaving Cert Art Circular S 10/12

**Finance Section
State Examinations Commission
May 2012**

PUBLIC SERVICE PENSION RELATED DEDUCTION (PRD)

Please read the Circular S27/12 – ‘Payment Arrangements for Locally Appointed Superintendents, Examinations Aides and Art Models at the 2012 Certificate Examinations’ prior to completing this form. Complete the form in block capitals with the exception of the signature fields. Complete Section A in all cases and Section B or C as appropriate. The School / VEC reserves the right to verify the information submitted.

SECTION A. PERSONAL DETAILS

First Name: _____ Surname: _____
 (BLOCK CAPITALS) (BLOCK CAPITALS)

PPSN

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Address: _____

Mobile Number: _____ Email: _____

SECTION B. CLAIM FOR EXEMPTION FROM PRD

I hereby claim exemption from PRD as outlined in Circular S27/12 – ‘Payment Arrangements for Locally Appointed Superintendents, Examinations Aides and Art Models at the 2012 Certificate Examinations’ as I declare that;

A. I am not employed in any other public service body (full-time, part-time or otherwise).

AND

B. I am not a member of a Public Service Pension Scheme.

NOR

Am I in receipt of a pension from a Public Service Pension Scheme

NOR

Have I opted out of a Public Service Pension Scheme

NOR

Do I receive payment in lieu of membership of a Public Service Pension Scheme

Signature: _____ Date: __/__/__

SECTION C: DESIGNATION OF SCHOOL / VEC AS EITHER MAIN OR SUBSIDIARY EMPLOYMENT FOR THE PURPOSES OF PRD

Having read and understood Circular S27/12 – ‘Payment Arrangements for Locally Appointed Superintendents, Examinations Aides and Art Models at the 2012 Certificate Examinations’, I hereby designate the following school / VEC _____ as my

* _____ employment for the purposes of PRD.

*insert Main or Subsidiary as appropriate

I confirm that I am retired and am liable to PRD.

Signature: _____ Date: __/__/__