



Date: 05/06/2020

Circular Number: 0039/2020

## To: The Authorities of Post Primary Schools

### CALCULATED GRADES AIDES 2020

#### (Following the Examinations Aide model):

#### Assistance for schools during the Calculated Grades Model

The Calculated Grades Executive Office (CGEO) of the Department of Education and Skills wishes to advise of the following arrangements for the delivery of a scheme to support school authorities with carrying out the in-school phase of the Calculated Grades system. School authorities have discretion to engage an Aide to assist in administration of Calculated Grades in schools.

#### **Number of Days which can be claimed**

School authorities have discretion to engage an Aide for a period of up to **15 days** to assist the Principal in the delivery of the calculated grades model.

Recognised post-primary schools with 300 or more examination candidates, will be permitted to claim an additional day for every 50 additional candidates.

The range of duties may include;

- Assisting the principal and deputy principal with administrative tasks associated with the in-school phase of the system of Calculated Grades
- Assisting with the organisation of subject alignment meetings
- Organising a rota for access, and health and safety procedures, for meetings taking place in the school and for teachers to access project work stored in the school
- Assisting teacher access to the school database for historical results if required
- Ensuring all Leaving Certificate students are aware of the Leaving Certificate Candidate Self Service portal and have online access to it
- Assisting with organising the estimated mark of students studying a subject outside school, subject to DES guidelines
- Assisting with organising estimated grades for students receiving home tuition
- Assisting with the answering of queries from teachers

**One of the primary purposes of the role** engaging in the input of data: data validation and its return to the CGEO by the Calculated Grades Data Collection Application to be delivered via Esinet. The assigned person will need to be set up with their own access to the Calculated Grades Data Collection application. **Of critical importance will be maintaining the security and confidentiality** of the school's data.

#### **Claims for Payment**

The rate of payment for individuals appointed as Calculated Grades Aide is **€143.32 per day**.

All claims for reimbursement of the cost of employing locally appointed Calculated Grades Aides **must be made on the appropriate forms**. The Calculated Grades Aides reimbursement forms

are attached. All claims are to be held and sent together in one submission to Calculated Grades Office, State Examinations Commission building, Cornamaddy, Athlone, Co. Westmeath.

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.

All enquiries on foot of this circular should be directed via e-mail to [CalculatedGrades\\_Claims@education.gov.ie](mailto:CalculatedGrades_Claims@education.gov.ie)

Paddy Quinn

Assistant Principal Officer

Calculated Grades Executive Office

Department of Education & Skills

**CALCULATED GRADES AIDE  
SCHOOL REIMBURSEMENT FORM 2020**

NAME OF SCHOOL: \_\_\_\_\_ SCHOOL ROLL NO: \_\_\_\_\_

1. NUMBER OF DAYS FOR WHICH REMUNERATION IS SOUGHT:

2. DATES FOR WHICH REIMBURSEMENT IS SOUGHT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. CALCULATED GRADES AIDE NAME:

\_\_\_\_\_

4. CALCULATED GRADES AIDE PPS NUMBER:

\_\_\_\_\_

5. AMOUNT PAID TO CALCULATED AIDE:

No. of Days \_\_\_\_ @ daily rate of €143.32 = €

+ 0.5% PRSI = € \_\_\_\_\_

**Total Pay** = €

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF CALCULATED GRADES AIDE (TO ACKNOWLEDGE RECEIPT)**

\_\_\_\_\_

**Declaration**

I certify I have paid the Revenue Commissioners the appropriate PAYE, PRSI & USC.

I certify I have paid the Revenue Commissioners the employers PRSI of € \_\_\_\_\_.

I now claim a total refund of € \_\_\_\_\_ (which includes the Employer PRSI @ class J1).

**SIGNATURE OF PRINCIPAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE ENSURE THAT ALL SECTIONS OF THIS FORM ARE  
COMPLETED IN FULL BEFORE SUBMITTING FOR PAYMENT**