



**COIMISIÚN NA SCRÚDUITHE STÁIT  
LEAVING CERTIFICATE EXAMINATIONS 2024.**

**FORM OF APPLICATION FOR APPOINTMENT AS EXAMINER TO LEAVING CERTIFICATE  
HOME ECONOMICS (SCIENTIFIC AND SOCIAL) – FOOD STUDIES PRACTICAL – COURSEWORK, JOURNAL**

***N.B. READ THE ACCOMPANYING NOTES BEFORE COMPLETING THIS FORM.***

1.

<b>P.P.S. Number</b>						<b>Current</b>				<b>Previous, if any</b>			

Name (Block Letters) \_\_\_\_\_ Address \_\_\_\_\_

Other Names \_\_\_\_\_

Nearest Town \_\_\_\_\_ Distance (Home to nearest town) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-mail : \_\_\_\_\_

**Teaching Council  
Registration No.**

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**Renewal date:** \_\_\_\_\_

**Full Name as it appears on the Register of Teachers with the Teaching Council, if different:**

Full Name: \_\_\_\_\_ **Tick here if not registered:**

Registration details will be subject to verification with Teaching Council of Ireland.

2. Are you competent to examine through Irish and **willing** to do so if required? Yes  No

3. Name and address of school in which you are currently teaching.  
\_\_\_\_\_  
\_\_\_\_\_  
School Roll No. \_\_\_\_\_

Present Status (Full/Part-time, Substitute, Unemployed) \_\_\_\_\_ Date commenced \_\_\_\_\_

4. Were you previously appointed as Examiner in the subject for:-

(a) Coursework Journals Yes  No  Year \_\_\_\_\_

(b) Written Examination Yes  No  Year \_\_\_\_\_

5. Any additional information which may be relevant to your application:

6. Have you an immediate relative doing the Junior Cycle or Leaving Certificate Examinations in 2024? Yes  No

If yes, give full details:

Full Name	School	Date of Birth	Examination

7. (a) If you have retired, please state date of retirement. \_\_\_\_\_

(b) Did you retire under the Early Retirement Scheme for teachers? Yes  No

If yes, under which strand did you retire? Strand 1  Strand 2  Strand 3

(c) Are you in receipt of a disability pension? Yes  No

8.

QUALIFICATIONS						
University/ College	Degree/ Diploma	Year of Award	Degree/Diploma Examination		First Year Examination	
			Subject(s)	Pass/Hons	Subjects	Pass/Hons

9. Number of years teaching experience (including the current year) =  years

TEACHING EXPERIENCE																				
From	To	Full-time	Part-time	Name and Address of School/Institution																
Subjects currently being taught						Subjects taught in previous years:														
Subject	Course Year	No. of Years taught					Subject	No. of Years taught												
		Junior Cycle			Leaving Cert			Junior Cycle			Leaving Cert.									
		H.L.	O.L.	F.L.	H.L.	O.L.		H.L.	O.L.	F.L.	H.L.	O.L.								
	1																			
	2																			
	3																			

10.

**CERTIFICATION BY APPLICANT**

I certify that the particulars given are correct and I will notify any changes to the SEC. I acknowledge that the SEC reserves the right to verify all of the information provided on my application form including my qualifications. Should I be offered and accept an appointment as Examiner, I will carry out, to the best of my ability, all rules and instructions issued for my guidance by the State Examinations Commission. I understand that I may not divulge information in relation to candidates' performance to other than the SEC.

Signature \_\_\_\_\_ Date \_\_\_\_\_

11.

**Certification to be signed by Manger/Principal/CEO**

I hereby certify that I am prepared, where necessary, to release this applicant from school duties if appointed as an Examiner/Standby Examiner in order to attend a Marking Conference for Leaving Certificate Home Economics (Scientific & Social) – Food Studies Practical – Coursework, Journal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Stamp of school or ETB as appropriate*

## NOTES FOR THE INFORMATION OF APPLICANTS INCLUDING CONDITIONS OF APPOINTMENT

(Notes 2-10 are Conditions of Appointment)

1. This is a new application – please read **all** the notes and complete form in full.
2. **Appointment to the position of Examiner for the Leaving Certificate Home Economics (Scientific and Social) Coursework Journals will be regarded as a contract for Service.**  
Examiners will be required to attend a two-day marking conference which will take place in Shamrock Lodge Hotel, Athlone on 17<sup>th</sup> & 18<sup>th</sup> November 2023. The completion date for the marking of Food Studies Practical – Coursework Journal will be the 10<sup>th</sup> Jan 2024.
3. Appointment as examiner in any given year does not confer the right to appointment in subsequent years.
4. Travelling expenses and subsistence allowances paid to an Examiner will be in accordance with Department of Finance regulations. All expenses paid to contract staff engaged on the 2024 examinations will be in accordance with published public service rates and will not be subject to any deductions. Applicants should note that the public service subsistence rates and qualifying distances changed with effect from 1st April 2017. Further information is available from the *Information for Contract Staff* Section of [www.examinations.ie](http://www.examinations.ie).
5. In line with the terms of the Public Service Stability Agreement, the SEC will be applying the relevant increases to contract staff remuneration in 2024.
6. All payments on foot of this appointment will be made through an electronic money transfer system (i.e. Paypath). We will collect your bank details at a later stage. It is not possible to arrange payment other than to a bank account, therefore acceptance of payment to a bank account is a condition of employment.
7. If you fail to comply fully with the SEC's Instructions or if you act in a way which jeopardises the security or integrity of the examinations or if you act in a way which jeopardises the performance of the candidates, you are liable to be dismissed and you may also be refused any future appointment. If you are dismissed, you shall have no claim whatsoever against the SEC for remuneration or expenses.
8. Applicants should note that all applications will be considered fairly and impartially by the State Examinations Commission. Applicants giving incorrect information will be disqualified. Canvassing will lead to the application being disqualified.
9. The following persons **are not** eligible for appointment or to undertake examining duties:
  - a) Teachers who have taken early retirement under Strand 1 of the Early Retirement Scheme for teachers.
  - b) Teachers who are on paid Statutory Maternity Leave at the time of Conferences or during the Examining period.
  - c) Teachers who are on paid/unpaid sick leave
  - d) Teachers who are on Suspension/Administration Leave.
  - e) Teachers in receipt of disability pension. \*

\*Applications from teachers in receipt of disability pension will be considered on receipt of a completed medical report form. This form is available on request from (090) 644 2862/2826 or in the Recruitment section of [www.examinations.ie](http://www.examinations.ie).
10. If subsequent to confirming acceptance of appointment you become unavailable, you should contact the SEC immediately by phone and confirm your unavailability by letter or e-mail.

Likewise if, subsequent to applying or confirming acceptance of an appointment, you experience any change in circumstances (see note 9) which would render you ineligible for appointment you must notify the SEC immediately.

11. The application should be addressed to “Practicals Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath N37 TP65”. It should reach the Commission not later than **Friday 13<sup>th</sup> October 2023**. Email applications can be sent to [practicals@examinations.ie](mailto:practicals@examinations.ie). Claims of postal loss or delay must be supported by a certificate of postage. Postage must be paid on all applications.
12. Irish versions of the Application Form and Notes are available on request.

### 13. Data Protection

The State Examinations Commission (SEC) is a registered data controller with the Office of the Data Protection Commissioner. The Personal data provided by you in this application form will be processed in accordance with the provisions of the Data Protection Acts.

The SEC will process this data for the purposes of the administration of your application to a contract staff position with the SEC. If we appoint you to the role, we will process your personal data in the administration of your contract with the SEC. This includes administering your assigned role and duties in respect of the state examinations [including, as appropriate, making arrangements for; the development of test instruments, the organization and delivery of the examinations; the marking of work presented by Candidates; etc]. We will also use this data in order to make payments to you in respect of your contract. We will also retain your details and may use these details from time to time to contact you to advise you of recruitment opportunities with the State Examinations Commission. Details on the State Examinations Commission Data Protection Notice can be located on our website <https://www.examinations.ie/data-protection/>