

# STATE EXAMINATIONS COMMISSION

LEAVING CERTIFICATE APPLIED EXAMINATION **2024 PRACTICAL TEST**  
**To be completed and returned to the State Examinations Commission by 27<sup>th</sup> October 2023.**

Attach  
Photo  
**Compulsory**

1. Indicate below, **in order of preference** (1,2,3 etc.), the subject/s in which you wish to be considered for appointment.

Hotel Catering & Tourism		Hair & Beauty		Active Leisure Studies	
Engineering		Office Administration & Customer Care		Craft & Design	
Childcare/ Community Care		Agriculture & Horticulture			
Graphics & Construction Studies		Technology			

**P.P.S. NUMBER - CURRENT**

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Previous P.P.S. NUMBER, if any

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Surname (Block Letters) \_\_\_\_\_

Home Address \_\_\_\_\_

First Name(s) \_\_\_\_\_

If you have previously used another surname, please state it: \_\_\_\_\_

Nearest Town & Distance \_\_\_\_\_

Email \_\_\_\_\_ Eircode \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone (Home) \_\_\_\_\_ Mobile \_\_\_\_\_ Phone (School) \_\_\_\_\_

**Teaching Council Number**

**Renewal Date (dd/mm/yy)**

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

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

**Current School Roll No.** \_\_\_\_\_

**Teaching Experience** (Include Present School)

(Please specify hours in **each** subject)

1. Name of Present School	Capacity (Full-Time, Part-Time, Substitute, Unemployed, etc.)	Date you commenced teaching in this school, e.g. Sept 2016	Hours of teaching per week in <b>each</b> subject(s) applied for
2. Names of Previous Schools (most recent)	Capacity (Full-Time, Part-Time, Substitute, Unemployed, etc.)	Give dates, e.g. 2006 -2016 or Jan. to March 2016, etc.	Hours of teaching per week in <b>each</b> subject(s) applied for

Do you have the **use of a car** if appointed as examiner? Yes  No

Have you an **immediate relative** doing the Junior or Leaving Certificate/Applied Examination in 2024?  Yes  No  
 If yes, give full details below:

Full name	School Name & Address	Date of Birth	Examination	Relationship to you

Are you retired? Yes  No  Year  Are you in receipt of Disability Pension? Yes  No

Name of school from which you retired \_\_\_\_\_ School Roll No. \_\_\_\_\_

Did you avail of the Early Retirement Scheme for Teachers? Yes  No

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

Previous experience as Examiner in State Examinations: Please indicate years			
Practical Examination	Written Examination	Languages	Level (Higher/Ord/Found/Common), if applicable

**3. University degree(s) and other teaching qualifications**

Qualification	Name of University	Degree obtained	Year	Final subjects at Degree Level	Hons./Gen.	Grade of Hons.
Primary Degree						
Other Degree(s)						
Diploma(s)						

**4.(a) Leaving Cert Applied subjects being taught by you in the **current** school year:**

Subject	Year 1/ Year 2	No of Years	Subject	Year 1/ Year 2	No of Years
Hotel Catering & Tourism			Craft & Design		
Hair & Beauty			Childcare/ Comm. Care		
Active Leisure Studies			Agriculture & Horticulture		
Graphics & Const. Studies			Technology		
Office Admin& Customer Care			Engineering		

**(b) Leaving Cert subject being taught by you in the **current** school year:**

Subjects	Indicate no of years teaching LC subjects	Dates (e.g. Jan. '01– Dec.'07)

**(c) Leaving Cert Applied subjects that have been taught by you **in the past**: Please give details**

Subjects	Indicate no of years teaching LCA subjects	Dates (e.g. Jan. '01– Dec.'07)

**6. Were you appointed as Examiner for the Leaving Certificate Applied Practical Tests in 2023?** Yes  No

I certify that the information given is true. I understand that I may not divulge information in relation to candidates' performance to anyone other than the SEC.

**Any additional information which may be relevant to your application should be noted now and not when an appointment is offered:**

\_\_\_\_\_

Signed ..... Date .....

**N.B. All sections of the form must be completed. Incomplete forms will be returned to you for completion, this may cause a delay in any possible appointment.**

**CERTIFICATION TO BE SIGNED BY MANAGER/PRINCIPAL**

I hereby certify that I am satisfied to release this applicant from school duties to enable him/her to be appointed as a Practical examiner at the Leaving Certificate Applied Practical \_\_\_\_\_ examination 2024.

Signature of Manager/Principal \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

Stamp of school or ETB as appropriate
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**N.B. No other signature will be accepted.**

**The SEC reserves the right to verify all of the information provided on the application form including the qualifications.**

# LCA Tasks, Orals, and Practical Examinations 2024

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

(Notes 3-12 are Conditions of Appointment)

1. Please read **all** the notes and complete form in full.
2. A passport sized photograph must be attached to the form as requested.
3. All applicants **must be** registered with the Teaching Council – see hereunder.

### **Teaching Council Registration**

*It is mandatory that all those undertaking the position of Oral/Practical/Task Examiner are registered on the Register of Teachers maintained by the Teaching Council in order to comply with The National Vetting Bureau (Children and Vulnerable Persons) Act 2012.*

### **What to do if I am registered?**

*Complete your registration details - registration number, name as it appears on the register and renewal date - on the application form. The SEC will validate the registration details against the register. Please ensure that you complete these details as failure to do so may delay processing your application. **If you are registered at the time of applying and are subsequently appointed, it is your responsibility to ensure that your registration does not lapse and that you are registered at the time of the examinations in February /March/April/May.***

### **What to do if I am not registered?**

*Complete the application form for the position of Oral/Practical/Task Examiner in the normal way but indicate that you are not registered. Return the form to the SEC in normal way. However, you must also **apply immediately** to the Teaching Council for registration and have the registration details submitted before the appointments are made in December 2023 for the February Tasks examiners, and in March 2024 for the LCA Oral/Practical/May Tasks examiners.*

### **Important Information about the Registration Process**

*It is each applicant's own responsibility to ensure that they are on the Register of Teachers and to provide the SEC with their registration number, when requested. The registration process, which includes a process of Garda Vetting, may take 6 - 8 weeks once all required documentation has been received. Applicants are advised to apply for registration immediately. For administrative reasons, the SEC requires all potential applicants for examining positions in the 2024 exams to be registered in the case of February Tasks examiners from December 2023 and LCA Oral/Practical/May Tasks from March 2024. Information on the registration process, including details of registration fees, is available on the Teaching Council's website [www.teachingcouncil.ie](http://www.teachingcouncil.ie). The State Examinations Commission accepts no liability for teacher registration fees or for any applicant's inability to meet the registration and vetting requirement within the specified timeframe.*

4. Appointment to the position of Examiner for the Oral/Practical/Task Tests will be regarded as a contract of Service. Examiners will be required to give their full time to the work over the period of appointment. All examiners will be required to attend for the full duration of a conference before the commencement of examining. Examinations must be conducted during normal school hours.
5. Appointment as examiner in any given year does not confer the right to appointment in subsequent years.
6. All examiners are required to provide their mobile phone number as we may need to contact you at short notice in the lead up to or during the examinations.
7. Travelling expenses and subsistence allowances paid to an examiner will be in accordance with Department of Finance regulations. All approved expenses paid to contract staff engaged on the 2024 examinations will be in accordance with published public service rates. Further information is available from the *Information for Contract Staff* Section of [www.examinations.ie](http://www.examinations.ie)

8. 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.
9. 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.
10. 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.
11. The following persons are not eligible for appointment or to undertake examining duties:
  - (a) Unregistered teachers (i.e. those not registered with the Teaching Council)
  - (b) Teachers who have taken early retirement under Strand 1 of the Early Retirement Scheme for teachers.
  - (c) Teachers who are on paid Statutory Maternity Leave at the time of Conferences or during the Examining period.
  - (d) Teachers who are on paid/unpaid sick leave
  - (e) Teachers who are on Suspension/Administration Leave.
  - (f) 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 2727/2732 or in the Recruitment section of [www.examinations.ie](http://www.examinations.ie).
12. If subsequent to confirming acceptance of appointment you become unavailable, you should contact the SEC immediately by phone and confirm your unavailability by letter, fax or e-mail. Likewise if, subsequent to applying or confirming acceptance of an appointment, you experience any change in circumstances which would render you ineligible for appointment you must notify the SEC immediately.
13. It is hoped to issue appointments to LCA examiners as follows-  
LCA- February Tasks in December 2023.  
LCA- Oral/Practical/May Tasks in March 2024.
14. In the appointment of Examiners/Monitors to project/practical coursework, preference will be given to those applicants who have also applied to mark written examination components.
15. Where an examiner feels that his/her work assignment may inhibit his/her capacity to perform his/her duties in a fair and objective manner he/she should bring the matter to the attention of the relevant Section, State Examinations Commission (SEC) giving details. Where the SEC is satisfied, on the basis of the information provided and its own enquiries that the performance of the examiner may be compromised, every effort will be made to resolve the matter by re-assigning the examiner.
16. The application should be addressed to "LCA Section, State Examinations Commission, Cornamaddy, Athlone, Co. Westmeath, N37 TP65". It should reach the Commission not later than **27<sup>th</sup> October 2023**. Claims of postal loss or delay must be supported by a certificate of postage. Postage must be paid on all applications.
17. Irish versions of the Application Form and Notes are available on request

## **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 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/>*

## **Candidate Access to oral/practical marks**

The SEC will provide examination candidates with access to their component marks, including oral and practical marks, following the issue of the provisional results and in advance of the Leaving and Junior Certificate appeals closing dates. The mark provided for each component will be the mark authorised by the Chief Examiner and credited to the candidate for the purpose of calculating the grade. (In certain subjects, the mark awarded by the examiner will have been subject to a process of moderation as part of the standardisation of examiners' work and/or the mark may have been subject to a weighting applied to that component as part of the grading process.) This information is being provided to candidates in the spirit of the Data Protection legislation which means that candidates can apply to the SEC for access to copies of all of their personal data including their examination scripts.