Form 53P

STATE EXAMINATIONS COMMISSION

FORM OF APPLICATION FOR APPOINTMENT AS EXAMINER/MONITOR TO LEAVING CERTIFICATE PRACTICAL / PRACTICAL COURSEWORK / PROJECT EXAMINATIONS 2025

Attach Photo. Compulsory

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

LEAVING CERTIFICATE

Construction Studies Practical		Art Practical (see notes)		Music Practical	
Construction Studies Project		Technology Coursework		Computer Science	
Engineering Project		Design & Communication Graphics		Physical Education – PAP	
Engineering Practical		Home Economics S&S –Textile Coursework		Physical Education - PA	
LCVP – Portfolio of Coursework					

2. P.P.S. Number **Current** **Previous, if any**

Surname _____ **Forename(s)** _____

Term Time Address from September 2024 to May 2025	Address for Correspondence* from June 2025 to August 2025
_____	_____
_____	_____
_____Eircode: _____	_____Eircode: _____

**Complete only if different to Term Time Address*

E-mail address: _____ Nearest town and Distance (Home to nearest town) _____

Date of Birth _____ Phone (Home) _____ (Work) _____ Mobile _____

Teaching Council Registration No. | | | | | | | | ***See Notes** **Renewal date:** _____

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

Full Name: _____ **Tick here if not registered:** ☐

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

3. Are you **competent** and **willing** to examine in an **all-Irish school**, i.e. conduct the briefing session and interact with school authorities through Irish? ☐ Yes ☐ No

4. Current School: _____

Please state County: _____ **School Roll No.** _____

Teaching Experience (Include Present School)

Name of Present School & Roll Number	Capacity (FT, PWT, TWT, EPT, PT)	No. of Years Teaching	Hours of subject teaching per week
Names of Previous Schools & Roll Number	**Capacity (FT, PWT, TWT, EPT, PT)**	**No. of Years Teaching**	**Hours of subject teaching per week**

5. If appointed as a visiting examiner will you have the use of a car? Yes ☐ No ☐

Any additional information which may be relevant to your application:

_____

6. Previous experience as an Examiner:

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

7. Have you an **immediate relative** doing the Leaving Certificate Examinations in 2025? Yes ☐ No ☐

If yes, give full details below:

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

8. Are you retired? Yes ☐ No ☐ Year ☐

Are you in receipt of a Disability Pension? Yes ☐ No ☐

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

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

9. 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)						

10.

Subjects currently being taught:							Subjects taught in previous years:					
Subject	Course Year	**Enter number of years teaching**					Subject	**Enter number of years teaching**				
		Junior Cycle			Leaving Cert			Junior Cycle			Leaving Cert.	
		H.L.	O.L.	C.L.	H.L.	O.L.		H.L.	O.L	C.L.	H.L.	O.L.
	1											
	2											
	3											

Certification by applicant

I hereby declare that the information I have given is correct and that I will notify the SEC of any changes to it. I consent to the SEC processing my personal data as required for the purpose of this application and in the course of any subsequent appointment. I acknowledge that the SEC reserves the right to verify the information provided including my qualifications. I understand that I must not divulge information in relation to candidates' performance to anyone other than the SEC.

Signed: ……. Date: ……...

Certification to be signed by Manager/Principal/C.E.O.

I hereby certify that I am prepared, where necessary, to release this applicant from school duties to enable him/her to complete required examination/conference duties if appointed as an Examiner/Standby Examiner.

Signature of Principal /Manager/C.E.O: ……..……

Date……

Stamp of School or ETB as appropriate.

Leaving Certificate Practical Examiner 2025

NOTES FOR THE INFORMATION OF APPLICANTS INCLUDING CONDITIONS OF APPOINTMENT

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

Teaching Council Registration
It is now mandatory that all those undertaking the position of Oral/Practical Examiner for the 2025 examinations and subsequent years 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.***

What to do if I am not registered?
Complete the application form for the position of Oral/Practical Examiner in the normal way but indicate that you are not registered. Return the form to the SEC in the 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 2025.*

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. Information on the registration process, including details of registration fees, is available on the Teaching Council's website* 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 Leaving Certificate practical 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.
5. All examiners will be required to attend for the full duration of a training conference before the commencement of examining.
6. Appointment as examiner in any given year does not confer the right to appointment in subsequent years.
7. Travelling expenses and subsistence allowances paid to an Examiner, will be in accordance with Dept of Finance regulations. All expenses paid to contract staff engaged in the 2025 examinations, will be in accordance with published public service rates and will not be subject to 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
8. In line with the terms of the Public Service Stability Agreement, the SEC will be applying the relevant increases to contract staff remuneration in 2025.
9. 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.
10. It is intended to issue practical examiner appointments as required during 2025.
11. 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.

12. All examiners are required to provide their mobile phone number and current email address as we may need to contact you prior to or during the marking process.

13. 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.

14. 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.

15. 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 2813/2825 or in the Recruitment Section of www.examinations.ie.

16. 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 (see note 15) which would render you ineligible for appointment, you must notify the SEC immediately.

17. 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.

18. The completed application form should be addressed to "Practicals Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath, N37 TP65". It should reach the Commission not later than **17 January 2025.** Applications will continue to be accepted after the closing date. However late applications will only be considered if vacancies remain after offers of appointment have been made to all suitable applicants whose applications were received before the closing date**.** Claims of postal loss or delay must be supported by a certificate of postage. Postage must be paid on all applications.

or

Alternatively, a signed scanned copy of the application form can be sent by e-mail to practicals@examinations.ie

19. **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/.

ART PRACTICAL – NEED TO AMEND TO TAKE ACCOUNT OF NEW SPECIFICATION
In line with the revised assessment framework for Leaving Certificate Art, the practical coursework/practical components will be examined in schools in June 2025.

LCVP
The LCVP Portfolio of coursework will be marked separately from the written paper. The marking period for the Portfolio of coursework in 2025 will be from ***Saturday 05 April 2025 to Friday 02 May 2025****.*

Applications to mark the written component of this subject should be submitted on the written examiner application form which will be available on www.examinations.ie

CANDIDATE ACCESS TO ORAL/PRACTICAL MARKS – NEW FROM 2019
The SEC will continue to 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 Cycle 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.

Irish versions of the Application Form and Notes are available on request.