



**Coimisiún na Scrúduithe Stáit**  
*State Examinations Commission*

Corr na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 TP65.  
Cornamaddy, Athlone, Co. Westmeath, N37 TP65.



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Cornamaddy, Athlone, Co. Westmeath



## **REASONABLE ACCOMMODATIONS AT THE 2026 CERTIFICATE EXAMINATIONS**

# **Implementing Access Arrangements during the Written Examinations**

**Practical Information for School Authorities and for Readers,  
Scribes and Superintendents of Special Examination Centres**





## THIS DOCUMENT IS FOR THE ATTENTION OF

- A. School authorities and
- B. Superintendents of all individual and shared special examination centres, including those acting as Readers, Reading assistants, Scribes, Sign Language Interpreters, and other formal roles in special examination centres.

**Before** the commencement of the State Examinations, please familiarise yourself in full with the instructions and procedures detailed in this document.

### Contacting the SEC

#### **Reasonable Accommodations Section**

Throughout the examination period, staff members are on hand in the Reasonable Accommodations section from 8.00 a.m. to 8.00 p.m. on examination days.

**RACE section direct phone lines: 090 644 2782; 090 644 2784; 090 644 2785; 090 644 2786**

**E-mail: [race@examinations.ie](mailto:race@examinations.ie)**

**Web: [www.examinations.ie](http://www.examinations.ie)**

Outside of these hours, contact may be made through the main SEC number 090 6442700, and a brief message can be left with the security staff.

#### **Emergency Number**

In general school authorities should use the numbers above in relation to arrangements around reasonable accommodations including individual candidate emergencies. **However, in the event of an emergency where something happens which may threaten the delivery or integrity of the State examinations, you should contact the State Examinations Commission (SEC) immediately on the Emergency Helpline at;**

**1800 283 071.**

NB: The Emergency Helpline number is provided to school authorities and superintendents only. It should not be shared or published by the school authority. This number is for emergencies which threaten the delivery or integrity of the examinations only and should not be used for general enquiries.

**THE EMERGENCY NUMBER IS IN SERVICE DURING THE PERIOD OF THE WRITTEN EXAMINATIONS ONLY**

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## LEAVING CERTIFICATE EXAMINATION TIMETABLE 2026

Each candidate should note carefully the dates and hours, as fixed on this official timetable, for the examinations in the subjects in which he/she intends to present himself/herself. The Commission will not be responsible for any errors which may occur in the reproduction of this timetable by outside agencies. Candidates are required to be in attendance at least half an hour before the examination begins in the subject in which they first present themselves.

There will be a 20 minute break between the written examination and the aural examination instead of 10 minutes as scheduled. This is to facilitate all examination centres commencing the aural examination at the same time. This applies to French; Spanish; German; Italian; Russian; Japanese; Polish; Lithuanian; Romanian and Mandarin Chinese.

JUNE	SUBJECT	TIME
H = Higher Level O = Ordinary Level F = Foundation Level		
<b>WEDNESDAY 3</b>	<b>English, Paper 1</b> - H & O Home Economics, Scientific and Social - H & O	<b>9.30 – 12.20</b> 2.00 – 4.30
<b>THURSDAY 4</b>	Engineering - O Engineering - H <b>English, Paper 2</b> - H & O	9.30 – 12.00 9.30 – 12.30 <b>2.00 – 5.20</b>
<b>FRIDAY 5</b>	<b>Geography</b> - H & O Mathematics, Paper 1 - H & O Mathematics - F	<b>9.30 – 12.20</b> 2.00 – 4.30 2.00 – 4.30
<b>MONDAY 8</b>	Mathematics, Paper 2 - H & O <b>Irish Paper 1</b> - H (incl aural) <b>Irish Paper 1</b> - O (incl aural) <b>Irish</b> - F (incl aural)	9.30 – 12.00 <b>2.00 – 4.20</b> <b>2.00 – 3.50</b> <b>2.00 – 4.20</b>
<b>TUESDAY 9</b>	<b>Irish, Paper 2</b> - O <b>Irish, Paper 2</b> - H Biology - H & O	<b>9.30 – 11.50</b> <b>9.30 – 12.35</b> 2.00 – 5.00
<b>WEDNESDAY 10</b>	French - H & O - Written - Aural <b>History</b> - H & O	9.30 – 12.00 12.10 – 12.50 <b>2.00 – 4.50</b>
<b>THURSDAY 11</b>	Business - O Business - H Construction Studies - O Construction Studies - H	9.30 – 12.00 9.30 – 12.30 2.00 – 4.30 2.00 – 5.00
<b>FRIDAY 12</b>	German - H & O - Written - Aural Art, Visual Studies - H & O	9.30 – 12.00 12.10 – 12.50 2.00 – 4.30
<b>MONDAY 15</b>	Polish, Lithuanian, Portuguese and Mandarin Chinese - H&O - Written - Aural Hebrew Studies, Ancient Greek and Non Curricular Languages (see Note 2) Agricultural Science - H & O	9.30 – 12.00 12.10 – 12.50 9.30 – 12.30 2.00 – 4.30
<b>TUESDAY 16</b>	Spanish - H & O - Written - Aural Chemistry - H & O	9.30 – 12.00 12.10 – 12.50 2.00 – 5.00
<b>WEDNESDAY 17</b>	Physics - H & O Physics and Chemistry - H & O Accounting - H & O	9.30 – 12.30 9.30 – 12.30 2.00 – 5.00
<b>THURSDAY 18</b>	Design and Communication Graphics - H & O Music - Listening (Core) - H & O Music Composing - H & O Music - Listening (Elective) - H	9.30 – 12.30 1.30 – 3.00 3.15 – 4.45 5.00 – 5.45
<b>FRIDAY 19</b>	Economics - H & O Physical Education - H & O	9.30 – 12.00 2.00 – 4.30
<b>MONDAY 22</b>	Italian - H & O - Written - Aural Russian - H & O - Written - Aural Classical Studies - H & O Latin - H & O Technology - O Technology - H	9.30 – 12.00 12.10 – 12.50 9.30 – 12.00 12.10 – 12.50 2.00 – 4.30 2.00 – 5.00 2.00 – 4.00 2.00 – 4.30
<b>TUESDAY 23</b>	Japanese - H & O - Written - Aural Politics & Society - H & O Arabic - H & O Religious Education - O Religious Education - H Applied Mathematics - H & O	9.30 – 12.00 12.10 – 12.50 9.30 – 12.00 9.30 – 12.30 2.00 – 4.00 2.00 – 4.30 2.00 – 4.30

### Notes

- The examination sessions highlighted in red include 20 minutes over and above the time traditionally allocated for the papers concerned.
- Leaving Certificate Examinations in Hebrew Studies, Ancient Greek and in the Non-Curricular Languages listed below will be held on Monday 15 June from 9.30am to 12.30pm.

Non-Curricular Leaving Certificate Examinations:				Bulgarian	Croatian	Czech	Danish	Dutch	Estonian
Finnish	Hungarian	Latvian	Maltese	Modern Greek	Romanian	Slovakian	Slovenian	Swedish	Ukrainian

- Examinations based on the curricular specifications for; Lithuanian; Mandarin Chinese; Polish and Portuguese will be held on Monday 15 June.
- There are also final examinations in Computer Science and Leaving Certificate Vocational Programme – Link Modules – which will be held in April/May with dates to be announced separately.



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## LEAVING CERTIFICATE APPLIED EXAMINATION TIMETABLE 2026

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Candidates are required to be in attendance at least half an hour before the examination begins in the subject in which they first present themselves.

JUNE	TIME	SUBJECT
<b>WEDNESDAY</b> <b>3</b>	9.45 – 11.45	English & Communication
	2.00 – 4.00	Social Education
<b>THURSDAY</b> <b>4</b>	9.30 – 10.30	Gaeilge Chumarsáideach
	9.30 – 12.30	Sign Language (see Note 1)
	2.00 – 4.30	Sign Language (see Note 1)
	2.00 – 3.00	French / German / Spanish / Italian
<b>FRIDAY</b> <b>5</b>	9.30 – 11.30	Mathematical Applications
	2.00 – 3.30	Hotel Catering & Tourism
<b>MONDAY</b> <b>8</b>	9.30 – 11.00	Engineering
	2.00 – 3.30	Child Care / Community Care
<b>TUESDAY</b> <b>9</b>	9.30 – 11.00	Graphics & Construction Studies
	11.30 – 1.00	Hair & Beauty
	2.30 – 4.00	Office Administration & Customer Care
<b>WEDNESDAY</b> <b>10</b>	9.30 – 11.00	Agriculture / Horticulture
	2.00 – 4.00	Technology
<b>THURSDAY</b> <b>11</b>	9.30 – 11.00	Active Leisure Studies
	2.00 – 3.30	Craft & Design

**NOTES:**

1. LCA Sign Language examination is timetabled for 9.30 – 12.30 & 2.00 – 4.30. A candidate specific schedule, for a 30 minute individual assessment, will be drawn up for each centre.



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The Commission will not be responsible for any errors which may occur in the reproduction of this timetable by outside agencies. Candidates are required to be in attendance at least half an hour before the examination begins in the subject in which they first present themselves.

The start time for all Junior Cycle afternoon examinations is 1.30p.m.

<b>JUNE</b>	<b>SUBJECT</b>		<b>TIME</b>
	H = Higher Level O = Ordinary Level C = Common Level		
<b>WEDNESDAY</b> <b>3</b>	English	- H & O	9.30 – 11.30
	Religious Education	- Common Level	1.30 – 3.30
<b>THURSDAY</b> <b>4</b>	Irish T1	- H & O (incl aural)	9.30 – 11.30
	Irish T2	- H & O (incl aural)	9.30 – 11.30
	Geography	- Common Level	1.30 – 3.30
<b>FRIDAY</b> <b>5</b>	History	- Common Level	9.30 – 11.30
	Mathematics	- H & O	1.30 – 3.30
<b>MONDAY</b> <b>8</b>	Science	- Common Level	9.30 – 11.30
	Business Studies	- Common Level	1.30 – 3.30
<b>TUESDAY</b> <b>9</b>	Graphics	- Common Level	9.30 – 11.30
	Italian (incl aural)	- Common Level	9.30 – 11.30
	French (incl aural)	- Common Level	1.30 – 3.30
<b>WEDNESDAY</b> <b>10</b>	Home Economics	- Common Level	9.30 – 11.00
	Spanish (incl aural)	- Common Level	1.30 – 3.30
<b>THURSDAY</b> <b>11</b>	German (incl aural)	- Common Level	9.30 – 11.30
	Wood Technology	- Common Level	1.30 – 3.00
<b>FRIDAY</b> <b>12</b>	Jewish Studies	- Common Level	9.30 – 11.30
	Music	- Common Level	9.30 – 11.00
	Engineering	- Common Level	1.30 – 3.00
	Classics	- Common Level	1.30 – 3.30
<b>MONDAY</b> <b>15</b>	Applied Technology	- Common Level	9.30 – 11.00

# REASONABLE ACCOMMODATIONS AT THE CERTIFICATE EXAMINATIONS (RACE) 2026

The purpose of this publication is to provide practical information about implementing the accommodations sanctioned for candidates in the school through the RACE scheme. The publication also provides information about dealing with emergencies which arise for candidates either close to or during the period of the written examinations.

The publication is structured in three parts:

**Section 1** sets out general information for the attention of all personnel in the school who will be dealing with these issues over this time period. In particular, please note section 1 details information on how to manage the interim additional time arrangements for 2026.

**Section 2** contains general information for those assigned the role of superintendent in a shared or an individual special examination centre.

**Section 3** sets out the procedures to be followed by superintendents in special centres in relation to specific accommodations granted to candidates.

We are providing a supply of this publication so that one copy can be retained safely by the school authority and that each special centre superintendent can be provided with their own copy of the publication.

This publication covers the arrangements that can be made for candidates taking their examinations either in the main sitting or in the deferred Leaving Certificate examinations sitting.



## Golden Rules for Superintendents of Special Examinations Centres

You have an extremely important role in the State Examinations as a Superintendent of a special examination centre. Before you begin, you must familiarise yourself with the detailed instructions in the *Implementing Access Arrangements* document. If you are a reader, scribe, or sign language interpreter there are special instructions for you to follow. The Golden Rules offer a quick summary of the role. The *Implementing Access Arrangements* document is your bible.

### Contact with your Base Centre Superintendent (also referred to as the Main Centre(s))

**Allow** sufficient time to meet with the superintendent(s) of the base centre(s) where the candidate(s) in your centre had been due to sit their examinations in advance of the first examination at which you are superintending.

**Introduce** yourself and present photo I.D. to the superintendent from whom you will be collecting examination papers and stationery in advance of each examination session and returning scripts at the scheduled completion of each session.

**Do not** return to the base centre until the examination session has finished in that centre. You are not permitted to collect examination papers in advance of any session other than the one about to commence.

**Ensure** the examination paper is placed in the mesh bag, provided by the SEC, for transport of the examination paper to the special centre. You are not allowed to delegate the collection of examination papers to anybody else.

**Run** the examinations according to the published timetable unless you are instructed otherwise by the SEC.

**Return** all examination scripts, printouts, and removable media devices (for work completed on a recording device) used at each examination session to the base examination superintendent. In the case of word-processed scripts, the SEC does not require the return of any removable media - only the paper copy is submitted.

### Access to the Centre

**Access** to the examination centre is strictly prohibited during the timetabled examination. Only the SEC Superintendent or authorised personnel from the SEC, or, and only at your request, the Principal, Deputy Principal or the Examinations Aide, is permitted to enter the centre once the examination has commenced. This access prohibition includes other teachers and any other staff of the school.

### Correct Papers

**Become** familiar with the timetable and the poster showing the colours of the covers of the examination papers.

**Ensure** that you give the correct examination paper to each candidate.

**Check** the subject, level and time with each candidate before handing them the examination paper.

### Breach of Regulations and Inappropriate Assistance

**Before each examination**, draw the attention of candidate(s) to the notice entitled "Penalty for Violation of Regulations" and explain the consequences of a breach of these regulations.

These rules include not having access to mobile phones, notes or books in the examination or having access to the internet or any other information sources.

In particular, students granted the use of a word processor may only use the computer if the internet is disabled and there are **no reference materials available on the device**.

**If you find or suspect that a candidate is breaching the rules for the conduct of the examination, you must report this to the superintendent of the main centre and follow their instructions.**

You must conduct your assigned role exactly as detailed in Section 2 and, as appropriate, Section 3 of *Implementing Access Arrangements*.

You must not assist the candidate, offer advice, provide accommodations, change the timetable, grant additional time, other than as authorised by the SEC.

**Deviating from your assigned role in any respect, including allowing unauthorised access to the centre, could represent professional misconduct, or be in breach of the Education Act**, and may constitute a suspected breach of regulations for the candidate(s) in your centre. Only accommodations approved by the SEC may be provided for candidates. Contact the SEC Superintendent or the School Authority if you are unsure of any matter.

## SECTION 1 – ESSENTIAL INFORMATION

For the attention of all school authorities to assist with the operation of the State Certificate Examinations and implementation of reasonable accommodations.

### 1.1 Special Examination Centres

Some candidates being provided with access arrangements under the RACE scheme may be sitting their examinations in a shared or an individual special examination centre for some or all of their examinations. Depending on their particular circumstances, a candidate may be in a shared or individual special examination centre for some of their examinations and be in the main centre for other examinations. Likewise, a candidate may be in a shared special centre for some examinations and an individual centre for others. Some points to note;

- Details of these arrangements have already been notified to the school in the individual sanction letters and in the RACE school report. This report details all of the reasonable accommodations allocated to individual candidates in your school.
- Accommodations may only be utilised as approved by the SEC. Under no circumstances may a school provide any accommodation for candidates other than those already approved.
- Schools do not have discretion to deviate from the sanctioned arrangements and must engage with the SEC on any potential changes.
- If a student has been granted a special examination centre on grounds of needing access to a reader and/or scribe and does not use these accommodations, they must return to the main examination centre to sit their examinations. (See also top of page 12 below).
- Noting the above, schools have discretion to move candidates assigned to shared centres, between those centres, to accommodate the particular needs of the candidates provided this does not give rise to the opening of additional centres.
- However, Junior Cycle and Leaving Certificate candidates **must not** be accommodated in the same shared special centre due to the difference in start times of examinations.
- In cases where 2 or more shared centres have been approved, schools should endeavour to amalgamate such centres as the examinations progress and the number of candidates in each centre declines or where subject choices allow. You are reminded that up to 8 candidates may be accommodated in a shared centre.
- In the case of a shared centre where there may be candidates taking a different aural or audio-visual test in a particular subject, an additional shared centre may be opened for that examination session to allow for this, e.g. in Leaving Certificate Irish Aural, there is a different CD for Foundation level than for Higher and Ordinary level, in this case the Foundation level students may be moved to a new shared centre for that examination.
- The SEC does not provide funding for door attendants assigned to special examination centres.

In addition to any special examination centre assignment every candidate is assigned to a base centre. The base centre is the centre in the school to which examination papers and stationery for the candidate have been sent by the SEC. The base centre documents (roll, advice notes, etc.) also provide a record of the candidate's expected attendance over the duration of the certificate examinations. Superintendents of special examination centres, including those acting as readers, reading assistants and scribes, etc. will collect examination papers and stationery from the base centre superintendent in advance of each examination

session and will return completed scripts and other materials to the base centre superintendent at the scheduled conclusion of each examination session.

NB: Special centre superintendents must **not return to the base centre until the examination session has finished in that centre**. This is to avoid causing a disturbance to the candidates in that centre.

## **1.2 Additional Time 2026**

Under the RACE Scheme, the SEC is implementing an interim scheme of additional time for eligible candidates sitting Junior Cycle, Leaving Certificate and Leaving Certificate Applied examinations. Candidates already eligible for certain reasonable accommodations in the written examinations will have an extra 10 minutes per written examination paper in all subjects. The qualifying accommodations are those featuring a direct intervention (e.g. word processor, reading assistance, spelling and grammar waiver, etc.). There are other arrangements for additional time under the RACE Scheme – candidates using a scribe have an additional 10 minutes per hour; candidates who are vision impaired have an additional 15 minutes per hour. Candidates may not have additional time under more than one of these arrangements.

### **Key Impacts of Interim Additional Time Arrangements (10 minutes) on the Delivery of the Examinations**

All main and special centre superintendents must familiarise themselves with the changes to additional time arrangements this year. The degree to which this will impact on a centre depends on whether the superintendent is assigned to a Leaving Certificate/Leaving Certificate Applied centre or to a Junior Cycle centre. The main features of this change in Leaving Certificate/Leaving Certificate Applied centres are:

- An increase in the numbers of candidates sitting their examinations in special examination centres.
- A need to make additional provision for the distribution of papers and collection of scripts for special examination centres.
- Later finish times in special examination centres which will need to be accommodated in the arrangements for the return of scripts.
- A change to the published timetable for the aural examinations in the Modern Foreign Languages with all tests to commence at 12.20 pm (not 12.10 pm as in the published timetable).

The main features of this change in Junior Cycle centres are:

- A need to be aware that some candidates in the main centre will have an additional 10 minutes for their examinations.
- A need to be aware of who those candidates are and where they are located in the centre.
- A need to arrange for the finish time of the examinations for those without additional time and those with additional time to be conducted with the least possible disruption.

Further details of the specific arrangements are provided below for your attention.

### **Leaving Certificate and Leaving Certificate Applied Centres**

- All candidates must be assigned to a main examination centre for the purposes of being provided with examination papers and stationery, and for the return of scripts. Some of these candidates will not sit their examinations in the main centre but in a special examination centre.

- Leaving Certificate and Leaving Certificate Applied candidates availing of the interim additional time arrangements must sit their examinations in special examination centre.
- **N.B. If you have candidates assigned to a special centre availing of additional time and have not notified the SEC, please do so immediately.**
- Schools have placed candidates eligible for additional time in existing special centres or/and have set up an additional time special centre.
- Schools have already been provided with details of candidates due to sit in the main centre and those due to sit in special examination centres. Superintendents should make arrangements for the distribution of examination papers and stationery, and for the return of scripts as set out in the relevant section of the General Instructions, for candidates in the main centre and those in special centres as appropriate.
- Leaving Certificate and Leaving Certificate Applied candidates may not remain in the main centre and avail of the interim additional time arrangements.
- The measure applies at the level of the examination paper so two paper examinations will have 10 minutes additional time in paper 1 and in paper 2.

### **Leaving Certificate aural examinations**

- In an examination with a written examination and a separate aural or listening test, 10 minutes additional time will apply to the written component and not to the aural/listening test.
- It also does not apply in Music Listening (Core or Elective) examinations.
- For each of the following Leaving Certificate subjects the aural examination will start at 12:20 pm and finish at 1:00 pm. This applies to: French, German, Spanish, Italian, Russian, Japanese, Polish, Lithuanian, Portuguese, and Mandarin Chinese. This is a change to the published timetable, introduced to accommodate the interim arrangements for the provision of additional time. This change ensures that all of these aural examinations start at the same time.

### **Junior Cycle centres**

- Junior Cycle candidates granted an additional 10 minutes per examination are to remain in the main examination centre for all of their examinations. There will be other candidates who are sitting their examinations in special examination centres due to other accommodations being provided to them under the RACE Scheme.
- Schools have already been provided with details of candidates due to sit in the main centre and those due to sit in special examination centres. The superintendent will also be notified of those in the main centre who have been granted additional time.
- To manage time in Junior Cycle examination centres the superintendent will give 3 time warnings/announcements during an examination session as follows;
  - Give a warning with 5 minutes left in the examination (as timetabled).
  - At the timetabled finish time of the examination inform candidates that normal examination time is up and ask those not in receipt of extra time to put up their hands so that the superintendent can collect their scripts. Candidates must exit the centre quietly.
  - Allow an additional 10 minutes following the timetabled finish time of the examinations for candidates eligible for additional time.

- After the additional 10 minutes has elapsed inform candidates that the examination is over and they must stop writing.

All other aspects of time management must be adhered to as normal i.e. rules in relation to late admissions; no candidate allowed to leave before the first 30 minutes or within the final 10 minutes. See the relevant section in General Instructions.

Detailed instructions are also outlined in the Day to Day Instructions document that main centre superintendents have received. Special centre superintendents should also familiarise themselves with all of these instructions.

### **Evaluation**

The SEC will evaluate the interim additional time arrangements in engagement with candidates, school authorities, main and special centre superintendents, and stakeholders following the 2026 examination process. Details of the evaluation process will issue in due course.

### **1.3 Deferred Examinations 2026**

For the 2026 Leaving Certificate, there will again be a deferred sitting of the Leaving Certificate for candidates unable to sit one or more papers in the main sitting in June due to serious medical conditions (accident, injury or illness) or close family bereavement. The deferred sitting will commence on Wednesday 24 June 2026.

Details of the scheme of access for the deferred examinations sitting are set out in [SEC Circular S42/26](#). The eligibility criteria for access to the second sitting will be strictly applied with due regard for the principles of equity, fairness and integrity which govern all aspects of the examinations system.

The deferred examination sitting will be available in the Leaving Certificate and Leaving Certificate Applied examinations as an acknowledgement that missing examinations at this time may mean missing out on a college place or a job opportunity and having to wait a full year for the next available opportunity to sit the examinations. No alternative arrangements are possible for candidates who are unable to take their Junior Cycle examinations as scheduled.

**The SEC would encourage all candidates to take their examination in the main sitting in June where possible. There are existing RACE accommodations as outlined in this publication, that can be made between the SEC and the school in the best interests of the candidate to enable them to proceed with their examination on the scheduled date. The accommodations that can be made when unforeseen circumstances occur include: sitting in an alternative location such as in hospital; access to a shared examination centre; rest breaks; alterations to the standard timetable; and the taking of food, drinks or medicines in the centre.**

### **1.4 Appointment of Special Centre Superintendents, Readers, Reading Assistants, Scribes and Sign Language Interpreters, etc.**

It is acceptable to have different persons act as a scribe or reader to match the subject choices of the candidate. Based on their knowledge of young people and experience working with them, teachers and SNAs are considered the best people to appoint in these roles.

In general, it is preferable for candidates in special examination centres to be superintended by persons not known to them in order to preserve the integrity of the examinations. However, in exceptional circumstances, the SEC recognises that a candidate may have worked with a particular person during their course of study, e.g. the Learning Support teacher or approved Special Needs Assistant and that, in the interests of the candidate, the school may wish to nominate such a person as superintendent, reader or scribe, etc. There must be justifiable, objective grounds for such an arrangement.

To ensure the integrity of the examinations is upheld, the following are not permitted to act as the superintendent, reader, scribe or in any other role in a special examination centre:

- Relatives of the candidate(s).
- Friends of the candidate(s).
- Another student within the school.
- Any person under the age of 18 years.

If the superintendent, reader, scribe or sign language interpreter is not familiar with the candidate's requirements, they should arrange to attend the examination centre the day before examinations commence in order to meet the candidate and to allow for a practice session with the candidate. Where a recording device or word processor is used, the candidate and school authorities should ensure that they have an adequate supply of removable media storage devices and that all equipment is in good working order. Where a candidate is using a word processor the special centre superintendent must make themselves familiar with setting up, saving and preparing the scripts for return to the SEC.

#### **N.B.**

- **If a candidate does not use the approved reader, scribe or sign language interpreter, they must return to their base centre.**
- **In the case of a candidate who does not use the approved scribe, the additional time granted for dictation and transcription must also be revoked. Candidates availing of additional time to which they are no longer entitled may be in breach of the examination regulations.**

### **1.5 Accommodations granted for subjects taken through the medium of Irish ONLY**

In Irish medium schools, accommodations may have been granted for subjects taken through the medium of Irish only. In such cases, it should be confirmed with the candidate that they intend to take the subjects through the medium of Irish before providing the accommodation. Similarly, if such candidates decide at some point to not sit the subjects through the medium of Irish, the accommodation should be revoked and the candidate moved back to the main centre if applicable and the school will not be reimbursed the cost of the special centre on the grounds that the candidate was not entitled to the centre.

### **1.6 Declaration of Scribes - Physical Grounds Only**

In order to enhance the quality assurances conducted by the SEC as part of collating examination results, a RASC 01 form (see Appendix D) has been devised for completion by scribes in certain cases in language examinations (Irish, English, French, German, Spanish, Italian, Russian, Polish, Lithuanian, Mandarin Chinese, Portuguese, Japanese, Arabic, Ancient Greek, Latin, and all of the non-curricular languages).

In the subject Leaving Certificate Japanese and Mandarin Chinese, a scribe can be used only for questions to be answered in English or Irish and **NOT** for questions to be answered in Japanese or Mandarin Chinese.

Where a RASC 01 form has been issued for a candidate who has been granted access to a scribe on physical grounds, the principal should ensure that the person appointed as scribe completes this form at the end of each language examination and should check that the form is completed properly, indicating that the scribe wrote down the candidates answers or that the candidate did not avail of the scribe. **The principal should then return the form to the SEC at the end of the examination, in the pre-paid envelope provided.**

#### **N.B.**

**It is imperative that the form is returned at the end of each examination as this will be used to inform the examiner of the appropriate marking process to follow.** Where a candidate is granted a scribe, a waiver from the spelling, punctuation and certain elements of grammar in language subjects are not assessed. If a candidate does not use the scribe, then the waiver does not apply.

Where access to a scribe is granted on the grounds of a physical difficulty at short notice due to an emergency, the RASC 01 form will issue with the letter of approval.

### **1.7 Preparation of Special Examination Centres**

- Display the *Penalty for Violation of Regulations* notice prominently inside the examination centre.
- Display the notice *Reminder to Candidates* in relation to the colour coding of examination papers in a prominent place inside the examination centre.
- Ensure that internet and all other information sources connectivity is disabled.
- Remove or turnover all maps, charts, and other educational reference material in the examination centre.
- A clock showing the correct time should be clearly displayed in the examination centre. If there is no clock already in the centre, one should be obtained. The clock features should be plainly visible to all candidates. You should carry out regular checks to make sure that the clock used is in good working order and shows the correct time.
- If possible, in the case of shared centres, arrange the desks so that the candidates are seated at least 1.5 metres/5 feet (front, back and side to side) apart.
- Junior Cycle and Leaving Certificate candidates must not be accommodated in the same shared special centre due to the difference in start times of examinations.

### **1.8 Monitoring of Special Examination Centres – School Visits**

All of the centres in a school, including special centres, may be monitored by the SEC over the course of the examinations. SEC officials will always carry and show photographic identification. During their visit, the SEC official may inspect the main examination centres and any shared and individual special centres at their discretion.

#### **Access to the Special Examination Centre**

Access to the examination centre is strictly prohibited during the timetabled examination. Only the SEC Superintendent or authorised personnel from the SEC, or, and only at the request of the special centre

Superintendent, the Principal, Deputy Principal or the Examinations Aide, is permitted to enter the centre once the examination has commenced. This access prohibition includes other teachers and any other staff of the school.

### **1.9 Monitoring of Special Examination Centres – Recording**

The SEC has a duty to safeguard the integrity of the examinations. For the 2026 written examinations, the SEC will again arrange audio-recording in individual special examination centres in a randomly selected sample of schools. Details of the arrangements for recording will be notified to those schools that have been selected.

These schools must facilitate the secure storage of the recording devices when not in use. Arrangements should be made to return each recording device, along with the completed script, to the base centre superintendent at the end of each examination session. The base centre superintendent has been instructed to lock the recording devices in the stationery box until they are next required. Please see section 19.6 of the “General Instructions for Superintendents”.

Before commencement of each examination session in the selected special centre, the superintendent should collect the recording device from the base centre when collecting the examination paper for that session.

At the end of the last examination in the special centre the school authority must ensure that all recording devices are returned to them. These should then be securely packaged and returned to the SEC without delay.

### **1.10 Return of Examination Material**

#### **General instruction regarding return of examination material:**

Examination aides and the school management should familiarise themselves with the obligation on the special centre superintendent and ensure that these school appointed superintendents carry out their role correctly in all aspects, including when preparing for the return of a candidate’s work to the SEC appointed superintendent. It is the responsibility of the special centre superintendent to take great care with the candidate’s work and to engage with the superintendent of the main examination centre as required. The main centre superintendent is responsible for the return of the examination scripts from special centres to the SEC.

Further information in this regard is detailed at section 2.9.

### **1.11 Procedures for Schools in dealing with Emergencies during the Examinations**

#### **Rest Breaks:**

Without recourse to the SEC, the school authority may authorise the following accommodations by providing a note to the superintendent confirming that the accommodation is required:

To provide for emergency situations and to provide for candidate’s medical needs, schools have discretion, to grant rest breaks or rest periods, **not exceeding 20 minutes** per examination, to candidates with significant physical and/or medical conditions. **Rest breaks do not represent additional time in which to complete the examination.** The school does not need to and should not apply to the SEC to allow individual candidates to take rest breaks. The following rules apply to rest breaks:

- Candidates will normally be expected to remain in the centre during the rest break. However, there may be a particular need for the candidate to leave the examination centre during the rest break.
- Candidates are not permitted to read, write or complete any other examination related activity during the rest break.
- During rest breaks the examination paper and script should be closed on the desk.
- Based on their needs, candidates may take one or more rest breaks during each examination.
- The total of the rest break(s) granted by the school must not exceed 20 minutes per examination.
- During a rest break, the clock is effectively stopped for the candidate involved and the time taken during the rest break(s) is added at the end of the examination.
- The candidate should also be provided with adequate time for a lunch break before commencing the afternoon examination, if this leads to a late start you must contact the SEC for approval.
- The candidate should be accommodated in the main examination centre and must only be in a special examination centre if that accommodation has been approved for another reason.
- Rest breaks must be supervised by the superintendent or a member of the school authority for the full duration of each rest break. A note, signed by the principal, must be provided to the superintendent by the school authority authorising standard rest breaks and providing the reason. If this happens you must ensure that the school authority has made a satisfactory arrangement for them to be supervised. Candidates must not be supervised by the door attendant. Should the school authority become aware of an increasing number of rest breaks being applied for or approved, they must immediately bring this to the attention of the SEC.

**N.B. Only the SEC can approve rest breaks in excess of 20 minutes per examination**

Where a candidate requires a break for medical attention; is taken ill during the examination; or, due to some other extreme circumstance, needs a rest break in excess of the 20 minutes that can be allowed by the school, (e.g. candidate undergoing a medical procedure); it may be possible for the SEC to extend the examination time to compensate for loss of time provided the candidate is supervised by the school authority at all times. (This is outside the circumstances that give rise to rest breaks as mentioned above). In such circumstances, you must contact the SEC for advice as to how to proceed before making any determination. In emergencies, you should contact the SEC at the earliest possible opportunity.

**Rest breaks and the modern foreign languages:**

In the subjects French, German, Spanish, Italian, Russian, Polish, Lithuanian, Portuguese, Mandarin Chinese and Japanese the aural component of the examination follows the written component after a 20-minute break. In the case of candidates availing of rest breaks, this break may not be of sufficient length to allow them the full allocation of time.

In such cases, it is in order to set up a shared separate centre for such candidates for the above subjects only to ensure that the necessary rest breaks can be facilitated. The examination should be run in the same manner as in the main centre. A 20-minute break should be allowed between the end of the written component and the start of the aural component, ensuring that the candidates are supervised by the school authority should they leave the special centre during this break.

The 20 minute break between the written examination and the aural examination instead of 10 minutes as scheduled, is to facilitate all examination centres commencing the aural examination at the same time. This is a change to the published timetable, introduced to accommodate the interim arrangements for the provision of additional time.

**Rest breaks cannot be provided during the aural component of the language examinations for all candidates either in a main or a special centre.**

In the event that a special examination centre is approved by the SEC, the school authorities should appoint a local superintendent as per the guidelines as specified in Section 1 Part C. **Please refer also to Section 10 of the 2026 RACE Instructions for Schools.** If this is not possible the school should contact the SEC.

### **1.12 More Serious Issues**

If a candidate is taken ill before or during an examination, please ensure that they are chaperoned by a member of the school authority until such time as a definitive decision is taken as to whether the examination will be completed or not. In such circumstances the SEC may permit the candidate to complete the examination later in the day.

Where a serious emergency occurs, the special centre superintendent should inform the school principal immediately, who in turn should inform the SEC at the earliest opportunity. The SEC will then engage with the school authority who are in the best position to help make the necessary arrangements if applicable.

Throughout the examination period, staff members are on hand in the Reasonable Accommodations Section from 8:00 a.m. to 8:00 p.m. on examination days.

**RACE Section Direct phone lines: 090 644 2782; 090 644 2784; 090 644 2785; 090 644 2786**

**E-mail: [race@examinations.ie](mailto:race@examinations.ie)**

**Web: [www.examinations.ie](http://www.examinations.ie)**

Outside of these hours, contact may be made through the main SEC number 090 6442700, and a brief message can be left with the security staff.

### **Emergency Number**

In general, school authorities should use the numbers above in relation to arrangements around reasonable accommodations including individual candidate emergencies. **However, in the event of an emergency where something happens which may threaten the delivery or integrity of the State Examinations, you should contact the State Examinations Commission (SEC) immediately on the Emergency Helpline at;**

**1800 283 071.**

NB: The Emergency Helpline number is provided to school authorities and superintendents only. It should not be shared or published by the school authority. This number is for emergencies which threaten the delivery or integrity of the examinations only and should not be used for general enquiries.

**THE EMERGENCY NUMBER IS IN SERVICE DURING THE PERIOD OF THE WRITTEN EXAMINATIONS ONLY.**

### **Hospitalisation**

It is inevitable with over 130,000 candidates taking the certificate examinations that some candidates will require hospitalisation. This situation often arises at short notice. Past experience shows that through the co-operation of schools, superintendents, hospitals and parents, arrangements can be put in place for the candidate at short notice.

## Procedures for the School

Where the candidate is in hospital, the school authorities should consult with the parent/guardian to ascertain if the candidate is physically able to sit the examinations. Medical opinion may ultimately determine if the candidate will undertake the examination.

Once it is likely that the candidate will take the examination in hospital, the SEC should be contacted with details of the hospital, location of the ward, the name of the hospital staff member in charge and the list of subjects the candidate will take in hospital.

The school should appoint a person to act as superintendent. If this is not possible, the school should contact the SEC. Where the hospital and candidate's school are located closely together (no more than twenty minutes driving time), the examination papers and stationery should be obtained from the candidate's base centre in the school.

Where the school is some distance from the hospital (greater than twenty minutes driving time), the SEC will nominate a base centre in a school near the hospital, and the school should appoint a superintendent to the special examination centre in the hospital. If this is not possible, the school should contact the SEC for assistance.

### 1.13 Timetable Adjustments

Other than providing standard rest breaks (as set out in 1.12) schools do not have discretion to permit any deviation from the published timetable and must engage with the SEC about any potential changes.

In very exceptional circumstances, and with the express permission of the SEC, the start of the examination may be adjusted **on the day that the examination is scheduled** provided that the following conditions are met:

- The candidate has not had sight of the examination paper or knowledge of its contents.
- The candidate has not had contact with other candidates or any person who may have had sight of the examination paper or have knowledge of its contents.
- The candidate has been supervised by the school authorities from the start time of the examination as per the official timetable.

Where the start time of the examination has been altered, the candidate must be allowed the full time specified for the examination.

If a candidate is taken ill during the examination, or injured during the examination, or requires a break for medical attention, it may be possible to extend the examination time to compensate for loss of time as appropriate, provided there has been supervision of the candidate throughout.

Schools do not have any discretion in scheduling changes or approving rest breaks in excess of 20 minutes per examination.

**Any change to the scheduling of an examination requires prior approval from the SEC**

## 1.14 Reimbursement

The SEC will arrange a refund to the school for the cost involved in employing superintendent(s) assigned to special examination centres. School authorities should note that the SEC is not responsible for the following overheads;

- Any fees or costs which may be incurred in the provision of any mechanical aids, such as recording devices, or removable media storage devices for audio files.
- Travel and subsistence expenses relating to locally appointed personnel.
- Any cost associated with the provision of special centres for candidates who choose not to use the accommodation approved. Candidates who decide not to use the approved accommodation are required to return to the main centre if they have not otherwise been approved for a special centre.
- Any cost associated with the provision of a helper at the practical tests.
- Any costs associated with the appointment of special centre door attendants by the school.

Full details of how to claim a refund for school appointed personnel will be contained in [SEC Circular S17/2026](#) *Additional Resources and Payment Arrangements to Schools to Support the Running of the 2026 State Certificate Examinations*.

## **SECTION 2 - PROCEDURES FOR SUPERINTENDENTS ASSIGNED TO INDIVIDUAL OR SHARED SPECIAL EXAMINATION CENTRES**

For the attention of all superintendents assigned to a special examination centre for the State Certificate Examinations.

### **2.1 General Information**

Before the examinations commence, familiarise yourself with the detailed instructions regarding your role and with all aspects of conducting the examinations set out in this publication.

You have specific duties to attend to as set out in this publication and you are not permitted to deviate from the duties assigned to you in your role.

Neither you nor the school authority may assign any accommodations to candidates other than those approved by the SEC or those as set out in these instructions.

The school principal will provide you with an information pack containing confirmation of the accommodations approved for the candidate(s) in your special centre, posters to be displayed clearly within the centre, and a mesh bag for transporting the examination papers from the main centre to your special centre.

If you are appointed by an Irish medium school to an individual or shared examination centre, please refer to Section 1, Part B of this document before proceeding with the examination.

Some candidates being provided with access arrangements under the RACE scheme may be sitting their examinations in a shared or an individual special examination centre for some or all of their examinations.

Depending on their particular circumstances, a candidate may be in a shared or individual special examination centre for some of their examinations and be in the main centre for other examinations. Likewise, a candidate may be in a shared special centre for some examinations and an individual centre for others. Some points to note;

- If a student has been granted a special examination centre on grounds of needing access to a reader and/or scribe and does not use these accommodations, they must return to the main examination centre to sit their examinations.
- Noting the above, schools have discretion to move candidates assigned to shared centres, between those centres, to accommodate the particular needs of the candidates, provided this does not give rise to the opening of additional centres.
- However, Junior Cycle and Leaving Certificate candidates must not be accommodated in the same shared special centre due to the difference in start times of examinations.
- Up to 8 candidates, may be accommodated in a shared centre, with the exception of the additional time centres. The maximum capacity of an additional time centre is dependent on the size of the room being utilised.
- In the case of a shared centre where there may be candidates taking a different aural or audio-visual test in a particular subject, an additional shared centre may be opened for that examination session to allow for this, e.g. in Leaving Certificate Irish aural, there is a different CD for Foundation level than for Higher

and Ordinary level, in this case the Foundation level students may be moved to a new shared centre for that examination.

- In addition to any special examination centre assignment every candidate is assigned to a base centre. The base centre is the centre in the school to which examination papers and stationery for the candidate have been sent by the SEC. The base centre documents (roll, advice notes, etc.) also provide a record of the candidate's expected attendance over the duration of the certificate examinations.

Superintendents of special examination centres, including those acting as readers, reading assistants and scribes, etc. will collect examination papers and stationery from the base centre superintendent in advance of each examination session and will return completed scripts and other materials to the base centre superintendent at the scheduled conclusion of each examination session.

**NB: Special centre superintendents must not return to the base centre until the scheduled conclusion of examination session in that centre. This is to avoid causing a disturbance to the candidates in that centre.**

## **2.2 Additional Time in the State Examinations**

Under the RACE Scheme, the SEC is implementing an interim scheme of additional time for eligible candidates sitting Junior Cycle, Leaving Certificate and Leaving Certificate Applied examinations. Candidates already eligible for certain reasonable accommodations in the written examinations will have an extra 10 minutes per written examination paper in all subjects. The qualifying accommodations are those featuring a direct intervention (e.g. word processor, reading assistance, spelling and grammar waiver, etc.). There are other arrangements for additional time under the RACE Scheme – candidates using a scribe have an additional 10 minutes per hour; candidates who are vision impaired have an additional 15 minutes per hour. Candidates may not have additional time under more than one of these arrangements.

### **Key Impacts of Interim Additional Time Arrangements (10 minutes) on the Delivery of the Examinations**

All main and special centre superintendents must familiarise themselves with the changes to additional time arrangements this year. The degree to which this will impact on a centre depends on whether the superintendent is assigned to a Leaving Certificate/Leaving Certificate Applied centre or to a Junior Cycle centre. The main features of this change in Leaving Certificate/Leaving Certificate Applied centres are:

- An increase in the numbers of candidates sitting their examinations in special examination centres.
- A need to make additional provision for the distribution of papers and collection of scripts for special examination centres.
- Later finish times in special examination centres which will need to be accommodated in the arrangements for the return of scripts.
- A change to the published timetable for the aural examinations in the Modern Foreign Languages with all tests to commence at 12.20 pm (not 12.10 pm as in the published timetable).

The main features of this change in Junior Cycle centres are:

- A need to be aware that some candidates in the main centre will have an additional 10 minutes for their examinations.
- A need to be aware of who those candidates are and where they are located in the centre.
- A need to arrange for the finish time of the examinations for those without additional time and those with additional time to be conducted with the least possible disruption.

Further details of the specific arrangements are provided below for your attention.

### **Leaving Certificate and Leaving Certificate Applied Centres**

- All candidates must be assigned to a main examination centre for the purposes of being provided with examination papers and stationery, and for the return of scripts. Some of these candidates will not sit their examinations in the main centre but in a special examination centre.
- Leaving Certificate and Leaving Certificate Applied candidates availing of the interim additional time arrangements must sit their examinations in special examination centre.
- Schools have placed candidates eligible for additional time in existing special centres or/and have set up an additional time special centre.
- Schools have already been provided with details of candidates due to sit in the main centre and those due to sit in special examination centres. Superintendents should make arrangements for the distribution of examination papers and stationery, and for the return of scripts as set out in the relevant section of the General Instructions, for candidates in special centres as appropriate.
- Leaving Certificate and Leaving Certificate Applied candidates may not remain in the main centre and avail of the interim additional time arrangements.
- The measure applies at the level of the examination paper so two paper examinations will have 10 minutes additional time in paper 1 and in paper 2.

### **Leaving Certificate aural examinations**

- In an examination with a written examination and a separate aural or listening test, 10 minutes additional time will apply to the written component and not to the aural/listening test.
- It also does not apply in Music Listening (Core or Elective) examinations.
- For each of the following Leaving Certificate subjects the aural examination will start at 12:20 pm and finish at 1:00 pm. This applies to: French, German, Spanish, Italian, Russian, Japanese, Polish, Lithuanian, Portuguese, and Mandarin Chinese. This is a change to the published timetable, introduced to accommodate the interim arrangements for the provision of additional time. This change ensures that all of these aural examinations start at the same time.

### **Junior Cycle centres**

- Junior Cycle candidates granted an additional 10 minutes per examination are to remain in the main examination centre for all of their examinations. There will be other candidates who are sitting their examinations in special examination centres due to other accommodations being provided to them under the RACE Scheme.
- Schools have already been provided with details of candidates due to sit in the main centre and those due to sit in special examination centres.
- To manage time in Junior Cycle examination centres the superintendent will give 3 time warnings/announcements during an examination session as follows;
  - Give a warning with 5 minutes left in the examination (as timetabled).
  - At the timetabled finish time of the examination inform candidates that normal examination time is up and ask those not in receipt of extra time to put up their hands so that you can collect their scripts. Candidates must exit the centre quietly.

- Allow an additional 10 minutes following the timetabled finish time of the examinations for candidates eligible for additional time.
- After the additional 10 minutes has elapsed inform candidates that the examination is over and they must stop writing.

All other aspects of time management must be adhered to as normal i.e. rules in relation to late admissions; no candidate allowed to leave before the first 30 minutes or within the final 10 minutes. See the relevant section in General Instructions.

Detailed instructions are also outlined in the Day to Day Instructions document that main centre superintendents have received. Special centre superintendents should also familiarise themselves with all of these instructions.

### **N.B. Change to the published timetable in relation to aural examinations**

For each of the following Leaving Certificate subjects the aural examination will start at 12:20 pm and finish at 1:00 pm. This applies to: French, German, Spanish, Italian, Russian, Japanese, Polish, Lithuanian, Portuguese, and Mandarin Chinese.

This is a change to the published timetable, introduced to accommodate the interim arrangements for the provision of additional time. This change ensures that all of these aural examinations start at the same time.

## 2.3 Managing Additional Time at the 2026 State Examinations

This section represents the quantity of additional time eligible for each candidate and is based on the reasonable accommodations sanctioned. Any candidate eligible for reasonable accommodations, including additional time, will be detailed in the RACE school report, which will be made available to you by the school.

Reasonable Accommodations Granted	Allocated Centre	Additional Time available
Blind/vision impaired candidates	Individual special centre	15 minutes per hour <sup>1</sup>
Scribe	Individual special centre	10 minutes per hour <sup>2</sup>
Word Processor/Laptop/Assistive Technology	Shared/Individual special centre	10 minutes per examination
Reading Assistance/Individual Reader/Reading Pen	Shared/Individual special centre	10 minutes per examination
Spelling and Grammar Waiver only - <b>Leaving Certificate</b>	Shared special centre	10 minutes per examination
Spelling and Grammar Waiver only - <b>Junior Cycle</b>	Main examination centre	10 minutes per examination
LCA Language Exemption only	Shared special centre	10 minutes per examination

You should be aware that some candidates in your shared special centre may be entitled to additional time, and others who are not, details of whom are provided in the RACE school report. In these instances, you need to be aware of the following:

- Who those candidates are and where they are located in the centre.
- A need to arrange for the finish time of the examinations for those without additional time and those with additional time to be conducted with the least possible disruption.
  - Give a warning with 5 minutes left in the examination (as timetabled).
  - At the timetabled finish time of the examination inform candidates that normal examination time is up and ask those not in receipt of extra time to put up their hands so that you can collect their scripts. Candidates must exit the centre quietly.
  - Allow an additional 10 minutes following the timetabled finish time of the examinations for candidates eligible for additional time.

<sup>1</sup> Other than in Leaving Certificate Irish, English, History and Geography, where any further additional time is limited to 15 minutes over and above that shown on the published timetable.

<sup>2</sup> Other than in Leaving Certificate Irish, English, History and Geography, where any further additional time is limited to 10 minutes over and above that shown on the published timetable.

- After the additional 10 minutes has elapsed inform candidates that the examination is over and they must stop writing.

## **2.4 Checking the Special Examination Centre**

- Is the *Penalty for Violation of Regulations* notice displayed prominently inside the examination centre?
- Is the notice *Reminder to Candidates* in relation to the colour coding of examination papers displayed in a prominent place inside the examination centre?
- Have the internet and all other information sources connectivity been disabled?
- Remove or turnover all maps, charts, and other educational reference material in the examination centre.
- Is there a clock showing the correct time, clearly displayed in the examination centre. If there is no clock already in the centre, one should be obtained. The clock features should be plainly visible to all candidates. Regular checks should be carried out to make sure that the clock used is in good working order and shows the correct time?
- If possible, in the case of shared centres, are the desks arranged so that the candidates are seated at least 1.5 metres/5 feet (front, back and side to side) apart.
- Junior Cycle and Leaving Certificate candidates must not be accommodated in the same shared special centre due to the difference in start times of examinations.

## **2.5 Procedures for Superintendents assigned to Individual or Shared Special Examination Centres**

### **Special Centres**

It is important that you make yourself aware of the fire regulations of the examination centre and other emergency procedures. In the event of an emergency (e.g. a fire) you should be guided by the appropriate authority in order to ensure the safety of all concerned. Please refer to Appendix E for full instructions on emergency evacuation procedures for examination centres.

## Conduct of Superintendents of Special Centres during the Examinations

When assigned to a special examination centre you are expected to give your entire attention to the work of superintending/reading/scribing. The use of mobile phones, other digital devices, the reading of newspapers, books, writing letters or engaging in any occupation other than superintending or reading/scribing during the examinations, is incompatible with the proper discharge of your duties. You should not bring any items (including newspapers, books, digital devices, etc.) into the examination centre, other than those which relate to the examinations.

1. Superintendents of special examination centres, including those acting as readers and/or scribes **must not give any advice, information or assistance to candidates in relation to the content of the examination papers, or the subject of the examination.**
2. Certain accommodations carry with them additional time in which to complete the examinations. In addition, some candidates present with medical or physical conditions which means that they have been granted rest breaks in the examinations. As the superintendent of a special examination centre you will be informed of candidates granted additional time arrangements and/or rest breaks. **Other than these arrangements, there can be no deviation from the published timetable.**
3. When collecting the examination papers, check with the base centre superintendent if the list of corrections contains any entry relevant to the scheduled examination.
4. Ensure that any such correction is read aloud to the candidates in your centre before the commencement of the examination.
5. You should not interpret any apparent misprint or defect in the papers except in accordance with any instructions issued by the SEC.
6. If you believe there has been an error, you should raise this immediately with the superintendent of the base centre or the school authority who can take advice from the SEC.
7. **To protect the integrity of the certificate examinations and be fair to all candidates, the SEC will investigate all allegations or suspicions of malpractice in relation to the examinations, including inappropriate assistance in a special examination centre.**
8. You should note that your centre may be monitored during the course of the examinations, by an official of the SEC. This official will show photographic identification. The manager/principal may be present in the centre until the examination gets under way, or if requested by you. An attendant may not be in the centre at any time during the examination. Under no circumstances should an attendant be asked to supervise an examination centre in your absence, nor should candidates be left unsupervised.
9. **N.B. NO PERSON apart from those mentioned above** shall be permitted to enter the centre after candidates have been admitted.
10. You should not access the examination papers other than for the purposes of delivery of the examinations. Photographing or videoing in the examination centre or of examination papers for any purpose at any stage during your work as a superintendent is completely prohibited and represents a breach of your duties.
11. Specific criminal offences which relate to the Certificate Examinations are contained in the Education Act 1998 (See Appendix B).

## 2.6 Custody of the Examination Papers

The custody of the examination papers is a **most serious responsibility**. You must use every possible precaution to prevent the examination papers from being tampered with in any way, opened or reviewed until the time appointed for the distribution of the papers in the base examination centre.

The information pack provided to you by the school principal contains a mesh bag for transferring the examination papers from the base centre to your special centre. You must hand this mesh bag to the base centre superintendent who will place the relevant paper inside it.

**Under no circumstances should the examination paper be removed from the mesh bag until you are inside your special centre and ready to commence the examination session.**

### Checks to be taken by the special centre superintendent:

1. You must confirm the subject and level being taken by the candidate prior to obtaining the examination material from the superintendent in the candidate's base centre.
2. Examination papers for different levels have different coloured covers. The SEC has provided a poster designed to remind candidates of the colour of the covers used for each examination and level. It is the responsibility of the special centre superintendent to ensure that all posters are displayed clearly within your centre and to draw candidates' attention to these posters. You should familiarise yourself with the colour coding system in order to ensure that you distribute the correct examination paper(s) to candidates.
3. You should then obtain all necessary material for the conduct of the examination (i.e. examination papers, examination stationery, details of corrections to examination papers where appropriate, etc, from the superintendent of the base centre.
4. When calling to a nominated base centre to collect examination material for a special centre, you must produce photo identification.
5. Do not assume that the paper handed to you is correct, you must check this yourself.
6. You should again confirm with the candidate(s) themselves the subject and level being taken prior to distributing the examination paper and related materials.
7. Every time you collect a paper, bring the empty mesh bag with you. At the end of the final examination in your special centre, you must hand the mesh bag to the base centre superintendent who will return it to the SEC.

## 2.7 At the Start of an Examination

If you are appointed to a shared special centre, you may have to collect examination papers and stationery from a number of base centres which may render it very difficult to start the examination at the scheduled time. In such cases you should delay the start of the examination in your special centre by 5 to 10 minutes to allow you the time to collect and check all the examination material in a calm environment. This time should then be allowed at the end of the examination.

In the interest of fairness to all candidates, the examinations must be conducted in a well-regulated manner. Before each examination session, draw the attention of candidates to the notice entitled *Penalty for*

*Violation of Regulations*, copies of which are enclosed in your information pack. This poster should be displayed in all special individual/shared examination centres to remind candidates of the most important rules that must be observed during the examinations. At the end of this publication, you will find the rules and regulations relating to the conduct of candidates at the actual examinations. **You should familiarise yourself fully with these rules and regulations and advise candidate(s) that if they are in breach of any of them, they are liable to have the results of their examination(s) withheld and may also be barred from entering any State examinations for a period of time.**

- Instruct candidates that they are not allowed to have mobile phones, personal music players, laptops/tablets, electronic pagers, smart watches or other unauthorised electronic devices with them in the centre whether switched on or off.
- Instruct candidates to ensure that no papers, books, notes, etc. have been left on or around their desks or have been retained on their person.  
Provide candidates with an opportunity to get rid of such material in advance of the start of the examination.

**N.B.** This last point is particularly important as a breach of regulations may be determined as a result of a candidate bringing prohibited material into the centre. You should not be concerned with whether or not the candidate attempted to access such material. See section H below for procedures to be followed in case of a suspected breach of the regulations.

- Ask each candidate to check that they have the correct examination paper and answerbook.
- Announce any and all corrections for the examination as communicated to you by your base superintendent in the list of corrections. Never interpret any apparent misprint or defect in the examination paper except in accordance with the list of corrections or other instructions issued by the SEC.

## **2.8 At End of an Examination**

The official timetable must be adhered to during the course of the examinations except where a specific derogation has been sanctioned in advance by the SEC. It is imperative in all circumstances that you have allowed the full allotment of time for the examination as specified in the official timetable to the candidate. Providing additional time to candidates in which to complete their examinations, which has not been sanctioned by the SEC, is considered inappropriate assistance and may expose the candidate to a breach of regulations investigation and you to a charge of an offence under the Education Act 1998.

Examination scripts, including written answerbooks and scripts presented on non-standard media (removable media storage devices for audio files) should be returned only to the superintendent of the base centre immediately after the scheduled completion of the examination session. You must not return to the base centre until the scheduled conclusion of the examination session in that centre to avoid causing a disturbance to the candidates in that centre. Under no circumstances may confidential material be given to anyone other than the base centre superintendent. This includes door attendants or any other school personnel.

Whether the special centre is in the school or in a hospital adjacent to the school, the candidate will appear on the centre roll in the base centre. When the special centre is located in a hospital not in the vicinity of the candidate's school, then the candidate's name and subjects should be entered on the centre roll in the nominated base centre (i.e. the centre from where the examination papers originated).

It is the responsibility of the superintendent of the base centre to return the answerbook(s) to the SEC. Superintendents of base centres have been instructed to await the return of the answerbooks from any special centre. If there are any difficulties with this arrangement, please notify the school authority and/or the SEC.

Where a candidate is presenting their work in a non-standard format or medium, all of the exam material produced by the candidate must be collated and labelled before returning it to the superintendent of the base centre. This applies to candidates who have been granted:

- The use of a recording device
- Modified papers
- Enlarged papers
- Braille papers
- The use of coloured paper

You must ensure that all material presented by the candidate, including hard and soft copy where appropriate, is returned to the base centre superintendent in the mesh bag provided.

#### **Word-processed documents:**

Where a candidate is using a word processor, the superintendent must make themselves familiar with setting up, saving and preparing the scripts for return to the SEC. Please see below for the details for the completion of the forms.

The script must be printed, and the appropriate WP form, fully completed and signed and **must be attached** to the script and returned to the superintendent in the base centre in the mesh bag provided. Removable storage devices for word-processed scripts should be submitted to the school authority. The superintendent **should not** return any removable storage device for word-processed scripts to the SEC.

## 2.9 Return of Examination Material

It is your responsibility as the special centre superintendent to take great care with the candidate's work and to engage with the superintendent of the main examination centre as required. The main centre superintendent is responsible for the return of the examination scripts from special centres to the SEC.

### Candidates completing their work on word processors for the 2026 examinations

Candidates that have been granted the use of a word processor to complete their examinations, and are submitting a word-processed script, must be provided with form WP - L A, WP - L B, WP - J A or WP - J B as appropriate (Appendices F-I), to attach to the front of the word-processed script. These forms, outlined below, should be obtained by the special centre superintendent from the examination aide in advance of the examinations. **ONLY ONE WP FORM SHOULD BE USED.**

It is your role is to ensure that the candidate is provided with the correct form, that all pages of the WP script are printed and that the candidate completes the back cover of the WP form and returns this WP form to the base superintendent.

You should confirm with the main centre superintendent that the candidate in the special centre has been granted the use of a word processor for their examinations. If a candidate has been granted the use of a word processor, but decides not to avail of it in the examination, then **no WP form should be used.**

Form REF	Candidate	When this form should be used	Role of Candidate	Role of Special Centre Superintendent *
		<b>LEAVING CERTIFICATE – Use FORM A or B</b>		
<b>WP – L A</b>	Leaving Certificate Candidates	When submitting a Word-processed script <b>ONLY</b>	Candidate should complete the front cover of the WP – L A form and attach it to the WP script	Ensure that the candidate is provided with the correct form. Print all pages of the WP script. Complete the back cover of the WP – L A form and return WP form to the base superintendent
<b>WP – L B</b>	Leaving Certificate Candidates	When submitting a Word-processed script and also returning a Leaving Certificate Answerbook or a Returnable Question- and- Answerbook	Candidate should complete the front cover of the WP – L B form and attach it to the WP script. Candidates should also complete the cover of the Leaving Certificate Answerbook or Returnable Question-and-answerbook	Ensure that the candidate is provided with the correct form. Print all pages of the WP script. Complete the back cover of the WP – L B form and return WP form and Answerbook to the base superintendent
	WP – L B	<b>JUNIOR CYCLE – Use FORM A or B</b>		
<b>WP – J A</b>	Junior Cycle Candidates	When submitting a Word-processed script <b>ONLY</b>	Candidate should complete the front cover of the WP – J A form and attach it to the WP script	Ensure that the candidate is provided with the correct form. Print all pages of the WP script. Complete the back cover of the WP – J A form and return WP form to the base superintendent
<b>WP – J B</b>	Junior Cycle Candidates	When submitting a Word-processed script and also a Returnable Question-and- Answerbook	Candidate should complete the front cover of the WP – J B form and attach it to the WP script	Ensure that the candidate is provided with the correct form. Print all pages of the WP script. Complete the back cover of the WP – J B form and return WP form and returnable Question-and- Answerbook to the base superintendent

\*All examination material submitted by the candidate must then be returned to the superintendent in the main centre.

WP forms must contain

- candidate examination number,
- day, month and year of birth, subject, and
- the number of typed pages submitted (to include the cover sheet).

Candidates must also fully shade the circle to indicate the level, paper number, and the language they are using to answer the paper.

All word-processed scripts must have a WP cover form attached to the front.

**DO NOT RETURN** any removable media or storage device with word processed scripts – these devices must be handed up to the school authorities. All word-processed documents must be returned in the normal transmission envelope by the superintendent of the main centre.

### **Returning other non-standard scripts:**

Where a candidate is presenting their work in a non-standard format or medium, all of the exam material produced by the candidate must be collated and carefully labelled with candidate and subject details before returning it to the superintendent of the main centre. Ensure that removable media devices for audio files are securely and safely packaged. All such scripts should also have the cover sheet RAOR01 (see Appendix C) so that they can be easily identified when the package is opened. This applies to candidates who have been granted:

- The use of a recording device
- Modified papers
- Enlarged papers
- Braille papers
- The use of coloured paper

**N.B. This does not apply to word processed scripts which should be returned in the normal transmission envelope.**

It is the duty of the superintendent in the main centre to complete the details required for the orange envelope and return it to the SEC. They will use one envelope per candidate. The main centre superintendent should not give you, the special centre superintendent, an orange envelope for completion.

### **Work completed on a recording device**

At the end of the examination, you must ensure that all material presented by the candidate:

- audio file
- any written notes
- completed copy of the RAOR01 document

is enclosed in the mesh bag provided. Ensure that removable media devices for audio files are securely packaged for safety in transit.

## **Return of examination scripts to the base centre**

Return all examination scripts, printouts, and removable media devices for audio files used at each examination session to the base examination superintendent.

All removable storage devices with word processed scripts must be retained by the school and only the paper copy submitted

## **2.10 Monitoring of Special Examination Centres**

### **School visits**

All of the centres in a school, including special centres, may be monitored by the SEC over the course of the examinations. SEC officials will always carry and show photographic identification. During their visit, the SEC official may inspect the main examination centres and any shared or individual special centres at their discretion.

### **Access to centre**

Access to the examination centre is strictly prohibited during the timetabled examination. Only the SEC Superintendent or authorised personnel from the SEC, or, and only at your request, the Principal, Deputy Principal or the Examinations Aide, is permitted to enter the centre once the examination has commenced. This access prohibition includes other teachers and any other staff of the school.

### **Recording**

The SEC has a duty to safeguard the integrity of the examinations. For the 2026 written examinations, the SEC will again arrange audio-recording in individual special examination centres in a randomly selected sample of schools. Details of the arrangements for recording will be notified to those schools that have been selected.

Should your centre be selected for audio recording, the recording device and operating instructions will be forwarded to you through the school principal. The recording device must be securely stored when not in use. At the end of each examination session it should be handed to the base centre superintendent, along with the completed script. The base centre superintendent has been instructed to secure the device until it is next required.

The base centre superintendent has been instructed to lock the recording devices in the stationery box until they are next required.

Before commencement of each examination session in your centre, you should collect the recording device from the base centre when collecting the examination paper and stationery for that session.

At the end of the final examination session in your centre, the recording device should be returned to the principal for transmission to the SEC.

## **2.11 Emergency Situations: Rest Breaks**

In the event of an emergency, please contact the examination aide and school authorities immediately. School authorities have been provided with the relevant information and are best placed to advise in the event of any emergency. The school should contact the SEC directly should they require assistance or advice.

## **2.12 Use of Calculators, Formulae & Tables Booklets, Drawing Aids and Bilingual Dictionaries**

### **Formulae and Tables Booklets**

Candidates are allowed to use the formulae and tables booklet in the subjects listed below:

**Junior Cycle:** Mathematics; Science; Applied Technology; Engineering.

**Leaving Certificate:** Agricultural Science; Applied Mathematics; Biology; Chemistry; Construction Studies; Design and Communication Graphics; Economics; Engineering; Mathematics; Physics; Physics and Chemistry; Technology.

**Leaving Certificate Applied:** Engineering; Mathematical Applications; Technology; Graphics & Construction Studies.

Candidates **are not allowed** to use their own formulae and tables booklets and you will obtain the official formula and tables booklets from the base centre superintendent. These booklets remain the property of the SEC and should be carefully collected and returned to the base centre superintendent after each examination for which they are required.

### **Mathematical Drawing Instruments**

Candidates may use mathematical drawing instruments for all examinations. The use of science stencils and slide rules is permitted for the examination in the Science subjects and Mathematics.

The use of drafting machines, parallel motion drawing boards and drawing instruments are allowed for subjects requiring the use of drawing paper. The use of smaller drawing paper can also be allowed if required. (See Appendix A, Rule 74)

**N.B.:** Ensure that candidates enter their examination number on all drawing sheets issued to them.

### **Electronic Calculators**

The use of non-programmable electronic calculators is allowed at the Certificate Examinations in accordance with Rule 74 of the Rules and Programme for Secondary Schools (see Appendix A).

The sharing of calculators is not normally permitted, however if you are satisfied that it poses no risk to the integrity of the examination you can allow it (e.g. if one candidate has finished the examination and has no further use for the calculator, it could be provided to another candidate whose calculator has malfunctioned).

No allowance will be made for battery or other calculator failure during the examination.

Candidates must indicate the make and model of any calculator(s) used in the examination on their answerbooks.

### **Geography Aids**

The use of string, thread, a magnifying glass and an opisometer is permitted for the Geography examination.

## **Bilingual Dictionaries**

The superintendent of the base centre will be informed by the SEC of the details of candidates who are allowed to use a bilingual dictionary. You should confirm with the base centre superintendent if any candidate(s) in your special centre has been granted the use of a bilingual dictionary.

The SEC permits the use of bilingual translation dictionaries in the certificate examinations by candidates whose first language is not English or Irish.

### **Dictionary specification**

- Bilingual translation dictionaries between the candidate's first language and English or Irish (i.e. without explanation of terms/definition) are permitted i.e. Russian to English and English to Russian.
- Monolingual dictionaries are not allowed (i.e. a Russian dictionary where words are explained in Russian)
- Electronic bilingual dictionaries, translators, wordlists or glossaries, are not permitted.

### **Subjects in which the use of dictionaries is not permitted**

- The candidate's first language, e.g. a candidate whose first language is Russian will not be permitted to use a Russian dictionary in the Russian examination.
- English
- Irish
- A language closely related to the candidate's first language –

Where a query arises as to the definition of a closely related language, the SEC must be consulted in advance of the examination for advice.

### **Provision of Bilingual Dictionaries**

Where the use of a bilingual dictionary has been certified by the school, or where an external candidate meets the requirement to use a bilingual dictionary, those candidates may use their own dictionaries during the examinations provided these are free from additional personal notes/notation. The bilingual dictionaries must be made available for inspection by the examination centre superintendent before the commencement of each examination session.

If a candidate is found to be in possession of a dictionary/wordlist/glossary which does not conform to the above instructions, you should act in accordance with the instructions that apply where a candidate is found to be in possession of unauthorised books or notes during an examination - Breach of Regulations.

## **2.13 Procedures to be followed in the case of a Suspected Breach of Regulations**

The SEC and its agents have a duty to all examination candidates to ensure that the examinations are conducted fairly and that all suspected breaches of regulations are duly followed up and investigated. In a special examination centre this can include candidates using word processors to look up information either on the internet or on the memory of the machine as well as having in their possession mobile phones, notes, books, etc.

1. Your role is to ensure that there is appropriate intervention in cases where a breach of regulation is suspected and to report the incident to the superintendent of the base centre and to the school authorities at the end of the examination session.
2. It is not your role to determine whether or not the incident is a breach of regulations, to assess the degree to which the regulations have been violated, or to provide information to the candidate of the likely outcome or consequences. Candidates will be provided with a right of reply when the matter is being investigated by the SEC.
3. Such incidents may be emotive for the candidate, so you should manage the situation in a sensitive yet professional manner. Remain neutral and do not make comments about the subsequent process that may be misinterpreted or misconstrued by candidates. You will be asked by the superintendent in the base centre to provide a written report of the incident and in that case, you should provide factual information, not subjective views as to what the candidate did or did not intend. Any mobile phones, books, notes or external aids confiscated should be securely retained.

**Please follow all directions given to you by the base centre superintendent in dealing with suspected breaches of regulations.**

### **Use of a mobile phone during an examination**

There are specific procedures to be followed in relation to candidates found with possession of a mobile phone/electronic device. If, during the course of an examination;

- you discover a candidate to be in possession of a mobile phone/electronic device whether switched on or not;
- a candidate's phone sounds, rings, beeps, receives a text message, etc;
- you discover a candidate who is using a mobile phone/electronic device (e.g. texting, scrolling through messages) during an examination;

You must confiscate the phone and retain it until the end of that examination session, at which point you should engage with the base centre superintendent and the school authority and follow their directions in this regard.

## **SECTION 3 - PROCEDURES FOR SUPERINTENDING WHERE ACCESS TO A READER, READING ASSISTANCE, EXAM READING PEN, A SCRIBE, RECORDING DEVICE, WORD PROCESSOR OR SIGN LANGUAGE INTERPRETER HAS BEEN GRANTED**

For the attention of superintendents or appropriate adult, assigned with the task of facilitating reasonable accommodations for a candidate.

### **3.1 Guidelines for Schools, Superintendents and the Reader where the Candidate has been granted access to a Reader/Reading Assistant**

**A reader** is a person who, on request, will read the entire or any part of the examination paper to the candidate.

**A reading assistant** is a person who, on request, will read occasional words or phrases from the examination paper to the candidates.

The reader/reading assistant can only read the text as presented, and is precluded from changing the meaning, interpreting, adding additional information, providing an explanation as to what the questions require of the candidate or otherwise providing assistance.

A candidate granted access to a reader/reading assistant is entitled to avail of the 10 minutes interim additional time arrangements in 2026.

#### **Duties of a Reader/Reading Assistant**

A person nominated as reader/reading assistant should have a capacity to read the examination paper in any language subject chosen by the candidate(s).

- The reader should read through the entire examination paper with the candidate(s), if required, ensuring that each word is heard clearly.
- The reading assistant should read occasional words or phrases from the examination paper to the candidates, when requested, ensuring that each word is heard clearly.
- **The reader/reading assistant may not give the meanings of words, nor expand on what is written.** The candidate(s) may ask for parts of the paper to be read again as often as necessary, but the reader/reading assistant may not suggest or choose parts of the paper for repetition without the candidate's direction. The reader/reading assistant must not advise the candidate(s) which questions to do, when to move on to the next question, or the order in which questions should be answered.
- If the candidate is taking Leaving Certificate Japanese or Mandarin Chinese, the reader/reading assistant can only read the English (or Irish in the case of an Irish version) part of the paper. They are excluded from reading in Japanese or Mandarin Chinese.

#### **Guidelines for the Reader/Reading Assistant**

- Read aloud, speaking in a clear voice and pronounce words correctly.
- Do not choose part of the examination for repetition, without direction from the candidate(s).
- Do not try to solve the problems or determine the correct answers as you read, as doing so may result in an unconscious pause or change in inflection that could be misleading or disconcerting to the candidate(s).

- Read each question clearly. Place special emphasis on words printed in boldface, italics or capitals and inform the candidate(s) that words are printed that way.
- Do not place your own emphasis on words not emphasised in the examination paper.
- If, when reading a word that is pronounced like another word with a different spelling, and there is doubt about which word is intended, spell the word for the candidate(s) after you have pronounced it.
- Spell any words requested by the candidate(s) on the examination paper only.
- In the case of multiple-choice questions, place equal stress on each response option.

### **On Completion of the Examination**

The reader/reading assistant should sign the front cover of the script and indicate that they have read the paper to the candidate(s) by writing:

**'I acted as reader and read the examination paper to the candidate.'**

### **3.2 Guidelines for Schools and Superintendents where the Candidate has been granted the use of an Exam Reading Pen**

**An exam reading pen** is a device which can be used to scan the examination paper which converts the text to speech which the candidate can listen to using ear-phones.

A candidate granted access to an exam reading pen is entitled to avail of the 10 minutes interim additional time arrangements in 2026.

The following general information applies to this accommodation:

- Candidates granted the use of an exam reading pen may be accommodated in a shared centre.
- The exam reading pen should have any functionality such as storage facility or a thesaurus disabled with re-enabling access not available to the candidate.
- The superintendent may read individual words or phrases to the candidate if required **or** if the exam reading pen has difficulty reading the words or phrases.
- Certain subjects such as Mathematics are not compatible with an exam reading pen because of mathematical symbols and equations. In such cases the candidate may have access to reading assistance.

### **On completion of the examination**

The special centre superintendent should sign the front cover of the script to indicate that they used an exam reading pen by writing:

**'This candidate used an exam reading pen to read the paper.'**

### 3.3 Guidelines for Schools, Superintendents and the Scribe where the Candidate has been granted access to a Scribe

A scribe is a person in an examination who will and can only write the answers dictated by the candidate and is precluded from changing the meaning, interpreting, adding any additional information or otherwise providing assistance to the candidate in relation to the content of the examination papers, or the subject of the examination.

A scribe may only be utilised with the prior approval of the SEC. Under no circumstances may a scribe be utilised in any subject or component without prior approval from the SEC.

#### Duties of a scribe

- A person nominated as scribe should have a capacity to write legibly and have a capacity to write in any language subject chosen by the candidate. Where applicable, the scribe must be familiar with the symbols used in Mathematics and/or the sciences.
- The duty of a scribe is to transcribe only what is dictated by the candidate. The scribe must not advise the candidate regarding which questions to attempt, when to move on to the next question or the order in which the questions should be answered. The scribe should write down answers exactly as they are dictated.
- During the aural component of language exams, the CD may be paused to allow for dictation and transcription, however, the duration of the exam **must not** be extended more than the standard time allowed for dictation and transcription i.e. 10 minutes per hour.
- Although the scribe may read back the candidate's responses as requested, the scribe is not permitted to read any part of the examination paper to the candidate unless the SEC has also granted access to a reader/reading assistance.
- Any work that is in the candidate's own handwriting should be clearly marked as such by the scribe.

In the Leaving Certificate subjects Art, Engineering, Construction Studies and Technology and in Leaving Certificate Applied Graphics and Construction Studies and in Junior Cycle Wood Technology, Technology and Engineering candidates are allowed a scribe in the case of questions or parts of questions which require a written response. The scribe cannot under any circumstances produce sketches and/or drawings in any question in these examinations. Labelling and annotations are considered to be inherent parts of these diagrams and must also be the candidate's own unaided work. A scribe is not permitted in the subjects Leaving Certificate Design and Communications Graphics (DCG) or Junior Cycle Graphics.

In the subject Leaving Certificate Japanese and Mandarin Chinese, a scribe can be used only for questions to be answered in English or Irish and **NOT** for questions to be answered in Japanese or Mandarin Chinese.

To accommodate the time overhead in the dictation/transcription process where a scribe is used, additional time is also allocated.

#### Additional time for when a scribe is used – Leaving Certificate

In the case of the subjects **Irish, English, History** and **Geography** there is a scheme in operation to make the time element less critical in these examinations. This scheme has allocated an additional 20 minutes to all

candidates. Accordingly, in these subjects, the candidate may have 10 minutes additional time over and above that shown on the published timetable, which issued to schools (i.e. 10 minutes for the entire exam). In all other subjects the candidate may have an additional 10 minutes per scheduled hour up to a maximum of 30 minutes.

### **Additional time for when a scribe is used – Junior Cycle and Leaving Certificate Applied**

10 minutes extra time for each scheduled hour, or part of, of an examination.

If the candidate does not use the scribe they are not entitled to avail of the extra 10 minutes per hour.

If a candidate has access to a scribe and also reading accommodations or a spelling and grammar waiver, they can avail of the interim additional time arrangements of 10 minutes per examination, even if the scribe is not used.

The accommodations allocated to a candidate in your special examination centre will be outlined in the RACE school report.

### **On completion of an examination**

The scribe should sign the front cover of the script and indicate that they acted as scribe for the candidate(s) by writing:

**‘I acted as scribe and wrote down the candidate’s dictated answers.’**

**N.B. For each language subject taken by a candidate granted a scribe on the grounds of a physical difficulty, a form RASC 01 (see Appendix D for sample) should have been given to the scribe by the school authority at the commencement of the examinations and must be completed by the scribe and returned to the school authority for transmission to the SEC at the end of each language examination. A separate form is provided in respect of each language subject for which the candidate is entered. This information will inform the examiner of the correct marking process to follow. It is imperative that the form is completed in full, confirming whether the candidate availed of the scribe or not, and returned to the principal who should return it to the SEC in a timely manner.**

**N.B. Form RASC 01 only issues for candidates approved for access to a scribe on the grounds of a physical difficulty.**

## **3.4 Guidelines for Schools and Superintendents where the Candidate has been granted the use of a Recording Device**

**Recording device:** This can be interpreted as presenting material in a recorded sound format via an electronic device to a digital sound-file format. The SEC will accept digital sound recordings in an MP3 file format, preferably on recordable CDs or USB memory sticks. The SEC will not accept such recordings via e-mail. The SEC is not responsible for the costs associated with the purchase or use of removable media storage devices.

While it is accepted that a recording device may not be compatible with all subjects, a candidate, approved for the use of a recording device, must not use any alternative without the prior approval of the SEC, except in cases where they wish to write themselves. If this happens the candidate must return to the main centre.

A candidate granted access to a recording device is entitled to avail of the 10 minutes interim additional time arrangements in 2026.

The following general information applies to this type of accommodation:

- The only material to be recorded is the candidate's answers. It is **not** necessary to record dialogue between superintendent and candidate or between candidate and a reader/scribe if such assistance has also been granted.
- The recording should be paused as required in order to avoid periods of silence. This will greatly assist examiners when they are listening to recordings.
- You, the superintendent, should instruct the candidate to ensure that their answers are specific and clear and to indicate on the recording the question number or sub-part of the question that is being attempted, when a new question is being attempted and when all work is finished.
- Ensure that the candidate number, base centre number, subject and subject level are stated on the recording at the beginning of each examination.
- Ensure that the candidate speaks with a clear voice.
- Confirm on the recording that the end of the examination session has been reached, and the candidate has concluded their work at the examination.
- Where a candidate has a physical disability, it may be necessary to aid the candidate by starting and stopping the recording as instructed by the candidate.
- The candidate may ask for parts of the recording to be played back to them in order to check responses.

In relation to the use of digital media:

1. Ensure that files are created and saved in MP3 format.
2. Ensure that files on the removable media include the candidate's examination number and subject in the file name.
3. Ensure all removable media are labelled with the base centre number, candidate number, subject and subject level.
4. The removable media should be securely packaged and returned to the base centre superintendent using the mesh bag provided.

### **3.5 Additional Guidelines for Schools and Superintendents where the Candidate has been granted the use of a Word Processor**

While it is accepted that a word processor may not be compatible with all subjects, a candidate approved for the use of a word processor must not use any alternative without the prior approval of the SEC, except in cases where they wish to write themselves. If this happens the candidate must return to the base centre.

Candidates that have been granted the use of a word processor to complete their examinations and are submitting a word-processed script, must follow the instructions for the setting up, saving and getting a script ready for return at the end of the examinations- copies of these instructions are at Appendix J.

The use of spreadsheet packages or any other software which contains specialised formulas or other numerical functions is not permitted.

**N.B.: Ensure that you read and understand the instructions regarding the return of word-processed examination material in section 1, part I.**

A candidate granted access to a word processor is entitled to avail of the 10 minutes interim additional time arrangements in 2026.

**Important notice in relation to word-processed scripts:**

1. In advance of the examinations please ensure the following:
  - The candidate, under the supervision of the school authority, must undertake to remove from any hard disk storage area all files that contain material which might contravene the rules governing the conduct of candidates (please refer to Appendix A for further information)
  - In the case of Leaving Certificate Accounting, the candidate is permitted to create, in advance of the examination, a template document that includes a blank table or tables to be used in the same manner as specialised accounting stationery. The school authorities must ensure that, at the start of the examination, any such file prepared in advance contains no text of any kind. The file must also be made available for inspection by the superintendent before the start of the examination.
  - The computer used should be a standalone model, i.e. it should not be connected to the internet by any means, or such access must be disabled by the school authority.
  - In particular, the SEC directs that any files/documents/study notes, etc. being retained by the candidate on computer media are removed.
  - Where the computer facilities in use are the property of the school and cleaning the hard disk would involve inconvenience for the school, the SEC is prepared to allow, on application, the retention of any data which is proper to the school as distinct from the candidate e.g. where the computer is in use by the school for its own administrative records.

**Failure to follow these instructions could expose the candidate to the imposition of penalties.**

2. An official of the SEC may call to examine the technology in use before or during the examinations.
3. The candidate should be allowed to work for the full period scheduled and the printing of a final hardcopy may be done subsequently. The candidate must be present when the final copy of material is being printed; this is to ensure that they are in a position to verify that all of their work is being submitted to the SEC.
4. It is imperative that **prudent backup procedures** operate to ensure that there is no data loss due to, for example, power interruption. If the computer software supports timed backup, this facility should be enabled.
  - Frequent saving to disk or storage device and/or intermediate production of paper copy is suggested. Individual circumstances will vary depending on the sophistication of the hardware and software available.

- Even where a hard disk is installed, the candidate must copy or save data primarily to a removable media storage device, e.g. USB, CD/DVD, etc. The hard disk of the computer may be used for backup purposes.

5. If a candidate has been granted the use of a word processor on the grounds of **physical difficulty**, the spelling and grammar check must be **disabled** during all examination sessions undertaken by the candidate. Similarly, any auto correct facility must be **disabled**.

To disable the grammar and spell check functionality in Microsoft Word, open a blank word document and proceed as follows:

- Click on file, select options and proofing.
- Uncheck all boxes under “when correcting spelling and grammar in Word”.

6. If a candidate has been granted the use of a word processor on the grounds of a **learning difficulty**, the spelling and grammar check may be **enabled** during all examination sessions undertaken by the candidate. Similarly, any auto correct facility may be **enabled**.

- The grounds on which the word processor has been granted will have been confirmed to the school authority in writing in advance of the examinations.

7. **The candidate will be examined based on the paper copy generated by the word processing package.**

The candidate **must**, however, save their completed work to removable storage such as a CD/DVD or USB device. **The removable storage used at each examination session must be retained by the school** and only the paper copy submitted to the SEC. The candidate should ensure that all printed pages are numbered, and the total number including the coversheet is recorded on the WP - L A, WP - L B, WP - J A or WP - J B document given to them by the superintendent of the base centre. If the candidate has handwritten any part of the script or rough work on an answer book, this should also be included.

8. All removable media for non-standard scripts (recording devices, modified, enlarged or braille papers or where colour paper is used) should be labelled with the base centre number, candidate number, subject and subject level. The removable media should be securely packaged, and it should also have the cover sheet RAOR01 attached (see Appendix C) so that it can be easily identified when the package is opened. All the material should be placed in the mesh bag provided, before returning to the base centre superintendent. You are reminded once again that the SEC is not responsible for any fees or costs which may be incurred in the provision of these storage devices.

### **3.6 Guidelines for Schools and Superintendents where the Candidate has been granted access to a Sign Language Interpreter.**

If you are carrying out the duty of a sign language interpreter you will, on request, sign to the candidate the entire or any part of the examination paper. Your role as a sign language interpreter is to present the questions in sign language without changing the meaning, adding any additional information or providing any explanation as to what the questions require of the candidate.

Extract from *Rules and Programme for Secondary Schools 2004/2005*

SECTION XI - CONDUCT OF CANDIDATES DURING EXAMINATIONS

- 56.** It is each candidate's **own responsibility** to note carefully the days and hours, as fixed on the timetable, for the examinations in the subjects in which the candidate intends to present himself/herself.

Candidates are required to attend the examination hall at least half an hour before the examination commences in the subject in which they first present themselves. On subsequent days they are required to be in attendance at least fifteen minutes before the hour stated in the timetable. Candidates will be responsible for making their own arrangements to ensure timely attendance at the examination hall.

External candidates must sign an attendance roll (Form E10A) at the start of each examination. The signature on this roll **must agree with and appear in the same format as that on the candidate's I.D. Card.**

No candidate will be admitted to the examination in any paper after thirty minutes of the time for that paper have elapsed.

- 57.** No candidate may be authorised to leave the examination hall until the expiration of thirty minutes from the time at which the examination began.
- 58.** A candidate may not be permitted to leave the hall and return during the examination period unless the superintendent is satisfied that the candidate's need to leave the hall is genuine, (e.g. because of illness, urgent need to visit the toilet, etc.). A candidate who leaves the hall during any period of examination shall not be re-admitted during that period unless the candidate has been in the care of a representative of the school authority or, failing that, in the care of the attendant during the entire period of the absence.

**The candidate must hand the answer book and examination paper to the superintendent on leaving the hall; the superintendent should record on the cover of the answer book the time of departure from and return to the hall and the reason for the absence; the time lost by the candidate may not be compensated for at the close of the examination period.**

Particulars of any such occurrence should be reported on the appropriate advice List.

- 59.** A candidate who leaves the examination hall before the expiration of any period of examination must surrender his/her examination paper and answer book to the superintendent.
- 60.** A candidate must occupy during the entire examination the place first assigned to him/her by the Superintendent, unless otherwise directed by the superintendent.
- 61.** A candidate should raise his/her hand if he/she wishes to attract the attention of the superintendent during the examination.

It is the candidate's responsibility to ensure that he/she brings to the attention of the Superintendent if he/she has not been provided with the level of the examination paper at each examination that he/she is due to take.

- 62.** No candidate shall write his/her name on any answer book or other paper supplied. The candidate's number should be entered on every envelope, answer book, map, drawing, or sheet of square paper used. Candidates should not commence writing until instructed to do so by the superintendent.
- 63.** A candidate must enter on the envelopes and answer books used by him/her the particulars required as to subject, etc.
- 64.** Any additional answer book, squared paper, etc. issued to a candidate, whether used or unused, should be attached to his/her answer book before it is sealed with the treasury tag provided for that purpose. Candidates will be supplied with a formulae and tables booklet by the superintendent. They may **not** bring a copy of their own booklet into the examination hall.
- 65.** A candidate shall not bring into the examination hall, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room:
- a) any book or paper (save his/her I.D. card, where such is required, the examination paper, and such answer books, etc., as shall have been supplied to him/her by the superintendent);  
or
  - b) any memorandum, notes or mobile phone, electronic address book, data bank, etc. except a calculator as permitted under the regulations or bi-lingual translation dictionary where its use has been approved.
- 66.** In the case of Art examinations of a practical nature (i.e. drawing, craftwork), candidates are permitted to bring such materials into the examination hall as may be notified to schools by the SEC.
- 67.** A candidate shall not, while in the examination hall:
- a) use, or attempt to use, any book, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the superintendent and a bilingual translation dictionary where its use has been approved); or
  - b) aid, or attempt to aid, another candidate; or
  - c) obtain, or attempt to obtain, aid from another candidate or superintendent;  
or
  - d) communicate, or attempt to communicate, in any way, with another candidate within the centre or by electronic means with a person outside the centre.
- 68.** A candidate:
- a) shall not write on the examination paper (except where answers are to be written on part of the examination paper itself) or I.D. card or formulae and tables booklet or on any of the mathematical instruments brought with him/her; except where a candidate uses a highlighter pen or underlining as an aid to interpreting the examination paper.

- b) shall not write in his/her answer book anything that is not directly connected with the subject matter of the questions to be answered;
- c) shall not remove from the answer books any leaf or part of a leaf;
- d) shall not take out, or attempt to take out, of the examination hall, any answer books, whether used or unused;
- e) shall not damage the examination hall or its furniture.

**69.** A candidate who has finished his/her work at least ten minutes before the time appointed for the conclusion of the examination may be permitted to leave the hall on handing up to the superintendent:

- a) his/her answer book(s) and
- b) the examination paper.

**70.** A candidate who completes his/her work during the last ten minutes of the examination should remain in his/her seat until the superintendent has collected his/her answer book(s) and he/she should not then leave the hall until the time appointed for the conclusion of the examination unless permitted to do so by the superintendent.

**71.** At the conclusion of the examination each candidate who has not already done so should immediately seal his/her answer book(s) or envelope and remain in his/her seat until the superintendent has collected the answer book(s).

**72.** A candidate shall, in all matters relative to the examination, submit to, and obey, the directions of the superintendent.

**73.** In those subjects in which there is more than one paper, a candidate must take all the papers in a subject from one level, e.g. all papers at Ordinary level or all at Higher level. He/she may not be supplied with, or allowed to see, the papers in more than one level in the same subject.

**74.** Each candidate presenting himself/herself for examination in Construction Studies, Design and Communication Graphics, Engineering, Wood Technology or in Graphics is required to bring with him/her a drawing board, T-square, scales, set squares, protractor, compass, pencil, eraser and drawing clips or tape.

Candidates may use mathematical drawing instruments for all examinations. The use of science stencils is permitted for the examinations in the Science subjects. The use of string, thread, a magnifying glass and an opisometer is permitted for the examination in Geography.

Unless otherwise stated in the specific syllabus and on the specific examination paper, the use of calculators is allowed in all examinations, subject to the following:

1. Neither the Department of Education and Youth or the State Examinations Commission will supply calculators to candidates. Examination centres will not be responsible for the provision calculators or batteries.
2. The proper working condition of the calculators is the responsibility of the candidate. No allowance will be made for battery or other calculator failure during the examination.
3. Calculators must be silent and must not require the use of mains electricity supply.
4. Calculators may not be borrowed from other candidates during the examination.

5. Programmable calculators are prohibited. The term “programmable” includes any calculators that are capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations, does not render a calculator programmable.
6. Calculators with any of the following mathematical features are prohibited:
  - graph plotting
  - equation solving
  - symbolic algebraic manipulation
  - numerical integration
  - numerical differentiation
  - matrix calculations
7. Calculators with any of the following general features are prohibited:
  - data banks
  - dictionaries
  - language translators
  - text retrieval
  - capability of remote communication.
8. Candidates must indicate on their answer books the make and model of any calculators(s) used in the examination.
9. Candidates are not allowed to take an instruction manual into the examination hall. This includes instructions printed on the cover of the calculator. Any instructions printed on a casing that cannot be removed from the calculator must be securely covered.
10. Candidates may not turn on their calculators until the examination begins.  
This rule does not allow a candidate to bring into the examination centre any device that would be otherwise prohibited. In particular, mobile phones, electronic organisers or similar devices are not permitted under any circumstances (see rule 65 above).

**75.** A candidate may be expelled from the examination hall if his/her behaviour is such as to jeopardise the successful conduct of the examination. Submission of material of a pornographic nature or any other offensive material or the inclusion of any cash/cheque in the script may result in the examination in all subjects being disallowed.

**76.** Where the Commission forms the view that there has been a violation of these rules, it should inform the Department and it will be for the Minister to decide on the penalty to be applied. Where the Minister is of the opinion that any candidate has violated any of these Rules, has attempted to obtain an examination result to which the candidate is not entitled, or has uttered or attempted to utter such a result or has furnished incorrect information in relation to his/her candidature, such candidate shall be liable to be deprived of the examination or of marks, or to have such deduction made as the Minister may think fit from any sum payable in respect of any grant or scholarship obtained by the candidate, according to the opinion which the Minister may form of the gravity of the offence; and the Minister may, if the Minister thinks fit, publish the candidate’s name and address, as given in the notice of intention to present for examination, as those of a candidate who has been so deprived and the Minister may, according to the opinion of the Minister as to the gravity of the offence, debar the candidate from entering for any of the examinations run by the Department of Education and Youth for such period as the Minister may determine.

## APPENDIX B – Education Act, 1998, Part VIII, Offences

The Education Act, 1998, introduces new criminal offences which relate to the certificate examinations. A copy of the relevant provisions is reproduced here for your information.

*Education Act, 1998, Part VIII, Offences.*

52.

(1) A person who -

- a) knowingly and without lawful authority publishes an examination paper or part of such paper to any other person prior to the holding of the examination concerned;
- b) has in his or her possession without lawful authority an examination paper or part of such paper prior to the holding of the examination concerned;
- c) carries out any duties relating to the preparation of examination papers and knowingly and without lawful authority provides a candidate for an examination or any other person with information concerning the material prepared by him or her in the course of those duties with the intention of conferring an advantage upon a candidate over other candidates;
- d) knowingly and wilfully credits a candidate with higher marks than the marks to which that candidate was entitled with the intention of conferring an advantage on that candidate over other candidates;
- e) knowingly and maliciously credits a candidate with lower marks than the marks to which that candidate was entitled;
- f) personates a candidate at an examination or knowingly allows or assists a person to personate a candidate at an examination;
- g) knowingly and maliciously destroys or damages any material relating to an examination;
- h) knowingly and maliciously obstructs any candidate or a person engaged in the conduct of an examination or otherwise interferes with the general conduct of an examination;
- i) knowingly and without lawful authority alters any certificate or any other record, including a record in machine-readable form, containing the results of an examination or,
- j) knowingly issues or makes use of any certificate or other document which purports to be a document issued by the person or body under whose authority the examination was conducted and to contain the results of an examination knowing that those results are false, shall be guilty of an offence.

(2) A person who knowingly aids, abets, counsels or procures another person to commit any offence under subsection (1), or conspires with another person for the commission of any such offence shall be guilty of an offence.

(3) A person who is guilty of an offence under this section shall be liable -

- a) on summary conviction, to a fine not exceeding €1,500 or (at the discretion of the court) to imprisonment for a term not exceeding six months, or to both such fine and such imprisonment, or
- b) on conviction on indictment, to a fine not exceeding €5,000 or (at the discretion of the court) to imprisonment for a term not exceeding two years, or to both such a fine and such imprisonment.

No action shall lie against an examiner in respect of anything done by him or her in good faith and in pursuance of his or her functions as an examiner.

**APPENDIX C - FORM RAOR01**

<b>State Examinations Commission</b>			
Form to accompany all non-standard scripts i.e. enlarged script, modified script, braille script, audio file script, script on coloured paper.			
Exam	Level	Subject	Paper
Centre Number	Special Centre Number (where applicable)		Candidate Number

**Please indicate which of the following items are being returned:**

Enlarged Script	<input type="checkbox"/>
Modified Script	<input type="checkbox"/>
Braille Script	<input type="checkbox"/>
Audio file Script	<input type="checkbox"/>
Script on coloured paper	<input type="checkbox"/>

**A copy of this form must accompany each non-standard examination script returned**

**Please photocopy this form for each non- standard script and use an individual orange envelope for each non-standard script returned.**

APPENDIX D – Form RASC01



Coimisiún na Scrúduithe Stáit  
State Examinations Commission

Corr na Madadh, Baile Átha Luain, Co, na hIarmhí, N37 TP65.  
Cornamaddy, Athlone, Co. Westmeath, N37 TP65.

RASC01

The Principal,  
CES Secondary School,  
Cornamaddy,  
Athlone,  
Co Westmeath.  
N37 AB01

654321A

2019

Dear Principal.

The candidate listed below has been granted access to a Scribe. Please ensure that the Superintendent assigned to act as scribe for the candidate completes and signs this form to confirm that they acted as scribe or that the candidate did not avail of the scribe for the subject listed below.

N.B. Please note that if the candidate does not avail of the scribe s/he should return to the main centre and indicate same on this form.

Subject: ENGLISH PAPER 1

Candidate Name.	Candidate Number	Main centre number.	Separate centre number.
A.N. Other	123456	1234	54321

Please sign the appropriate section of this form below and return it to the school Principal at the end of the examination.

I confirm that I acted as Scribe for the above candidate and wrote down his/her dictated answers:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I confirm that the candidate did not avail of the scribe.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form should be returned to Reasonable Accommodations section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath, N37 TP65 at the end of each examination.

## APPENDIX E – Emergency Evacuation Procedures for Examination Centres

Conscious of incidents and issues that can arise during the conduct of the written examinations, the SEC reminds schools and special centre superintendents of the procedures to apply in respect of the evacuation of special examination centres/schools in order to ensure the safety of candidates and also to preserve the integrity of the examination system.

### First Morning of the Examinations

On arrival at the examination centre on the day before the examinations commence the special centre superintendent **must** familiarise himself/herself with the school fire regulations and emergency procedures.

### In an Emergency

The special centre superintendent **must** take the following action in an emergency such as a fire alarm or other emergency evacuation situation.

- Make sure that the primary focus is on the safety of the candidate/s.
- Stop the candidate/s from writing.
- Instruct candidate/s to leave all question papers and scripts in the examination centre.
- Instruct candidate/s to leave the room in silence and to remain silent during the interruption as the intention is to return as soon as possible to continue the examination.
- Evacuate the special examination centre in line with the school procedures and instructions given by the school authorities.
- Make sure that the candidate/s are closely supervised while they are out of the special examination centre to make sure there is no discussion about the examination. Candidate/s should not have access to, or make use of, mobile phones during the interruption.
- Immediately contact the SEC Emergency Number 1800 283 071 to report the incident. The SEC will provide guidance on next steps.
- Make a note of the time of the interruption and how long it lasted.
- Following resumption, ensure that the candidate/s are given the full working time set for the examination as outlined in the timetable.
- Make a full report of the incident and of the action taken, and include this with the superintendent's report on the conclusion of the examinations in the centre.

**APPENDIX F – FORM WP – L A**

**NÁ DÉAN FÓTACHÓIP DE SEO  
DO NOT PHOTOCOPY**

**Foirm WP L A**

Le húsáid i Scrúduithe na hArdeistiméireachta amháin

Úsáid an fhoirm seo má tá tú ag cur isteach scrípte a rinneadh le Próiseálaí Focal, agus

**MURA BHFUIL** Freagarleabhar Ardeistiméireachta á chur isteach agat ná Leabhar Ceisteanna agus Freagraí In-aischurtha.

Úsáid Foirm WP L B i ngach cás eile.

Ní mór duit foirm ar leith a úsáid le haghaidh gach scrípte a dhéantar le Próiseálaí Focal.

**Form WP L A**

For use in Leaving Certificate Examinations only

Use this form if you are submitting a Word-Processed script, and you are **NOT** also submitting a Leaving Certificate Answerbook or a Returnable Question-and-Answerbook.

Otherwise, use Form WP L B.

You must use a separate form for each Word-Processed script

Scrúduimhir

Examination Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Dáta Breithe

Date of Birth

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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*Scríobh 3 Feabhra 2005 mar 03 02 05, mar shampla*

For example, 3rd February 2005 is entered as 03 02 05

Ábhar  
Subject

Líon na leathanach

Number of Pages

(Incl. this cover sheet)

Leibhéal Level	
Ardleibhéal Higher	<input type="radio"/>
Gnáthleibhéal Ordinary	<input type="radio"/>
Bonnleibhéal Foundation	<input type="radio"/>
Comhleibhéal Common	<input type="radio"/>

Uimhir an Pháipéir Paper Number	
Páipéar 1 Paper 1	<input type="radio"/>
Páipéar 2 Paper 2	<input type="radio"/>
Obair chúrsa Coursework	<input type="radio"/>

Freagraíodh trí Answered through	
Gaeilge	<input type="radio"/>
English	<input type="radio"/>

Stampa an Ionaid  
Centre Stamp

**APPENDIX G – FORM WP – L B**

**NÁ DÉAN FÓTACHÓIP DE SEO  
DO NOT PHOTOCOPY**

**Foirm WP L B**

Le húsáid i Scrúduithe na hArdteistiméireachta amháin

Úsáid an fhoirm seo má tá tú ag cur isteach scrípte a rinneadh le Próiseálaí Focal, agus **MÁ TÁ** Freagarleabhar Ardteistiméireachta á chur isteach agat freisin nó Leabhar Ceisteanna agus Freagraí In-aischurtha.

Úsáid Form WP L A i ngach cás eile.

Ní mór duit foirm ar leith a úsáid le haghaidh gach scrípte a dhéantar le Próiseálaí Focal.

**Form WP L B**

For use in Leaving Certificate Examinations only

Use this form if you are submitting a Word-Processed script, **AND YOU ARE ALSO** submitting a Leaving Certificate Answerbook or a Returnable Question-and-Answerbook.

Otherwise, use Form WP L A.

You must use a separate form for each Word-Processed script

Scrúduimhir

Examination Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Dáta Breithe

Date of Birth

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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*Scríobh 3 Feabhra 2005 mar 03 02 05, mar shampla*  
For example, 3rd February 2005 is entered as 03 02 05

Ábhar  
Subject

Líon na leathanach

Number of Pages  
(Incl. this cover sheet)

Leibhéal Level	
Ardleibhéal Higher	<input type="radio"/>
Gnáthleibhéal Ordinary	<input type="radio"/>
Bonnleibhéal Foundation	<input type="radio"/>
Comhleibhéal Common	<input type="radio"/>

Uimhir an Pháipéir Paper Number	
Páipéar 1 Paper 1	<input type="radio"/>
Páipéar 2 Paper 2	<input type="radio"/>
Obair chúrsa Coursework	<input type="radio"/>

Freagraíodh trí Answered through	
Gaeilge	<input type="radio"/>
English	<input type="radio"/>

Stampa an Ionaid  
Centre Stamp

APPENDIX H – FORM WP – J A

**NÁ DÉAN FÓTACHÓIP DE SEO**  
**DO NOT PHOTOCOPY**

**Foirm WP J A**

Le húsáid i Scrúduithe na Sraithe Sóisearaí amháin

Úsáid an fhoirm seo má tá tú ag cur isteach scrípte a rinneadh le Próiseálaí Focal, ach NACH Leabhar Ceisteanna agus Freagraí In-aischurtha á chur isteach agat freisin.

Ní mór duit foirm ar leith úsáid le haghaidh gach scrípte a dhéantar le Próiseálaí Focal.

**Form WP J A**

For use in Junior Cycle Examinations only

Use this form when submitting a Word-Processed script, but NOT also a Returnable Question-and-Answerbook.

Use a separate form for each Word-Processed script.

Scrúduimhir  
Examination Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Dáta Breithe  
Date of Birth

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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*Sríabh 3 Feabhra 2005 mar 03 02 05, mar shampla*  
For example, 3rd February 2005 is entered as 03 02 05

Ábhar  
Subject

Líon na leathanach  
Number of Pages  
(Incl. this cover sheet)

Level <i>Leibhéal</i>	
Higher <i>Ardleibhéal</i>	<input type="radio"/>
Ordinary <i>Gnáthleibhéal</i>	<input type="radio"/>
Common <i>Comhleibhéal</i>	<input type="radio"/>

Answered through <i>Freagraíodh trí</i>	
English	<input type="radio"/>
Gaeilge	<input type="radio"/>

Stampa an Ionaid  
Centre Stamp

**NÁ DÉAN FÓTACHÓIP DE SEO**  
**DO NOT PHOTOCOPY**

**Foirm WP J B**

Le húsáid i Scrúduithe na Sraithe Sóisearaí amháin

Úsáid an fhoirm seo má tá tú ag cur isteach

Le hscrípte a rinneadh le Próiseálaí Focal, AGUS  
Leabhar Ceisteanna agus Freagraí In-aischurtha á  
chur isteach agat freisin.

Ní mór duit foirm ar leith úsáid le haghaidh gach  
scrípte a dhéantar le Próiseálaí Focal.

**Form WP J B**

For use in Junior Cycle Examinations only

Use this form when submitting a Word-Processed  
script, AND ALSO a Returnable Question-and-  
Answerbook.

Use a separate form for each  
Word-Processed script.

Scrúduimhir  
Examination Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------

Dáta Breithe  
Date of Birth

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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Scríobh 3 Feabhra 2005 mar 03 02 05, mar shampla  
For example, 3rd February 2005 is entered as 03 02 05

Ábhar  
Subject

Líon na leathanach  
Number of Pages  
(Incl. this cover sheet)

Level Leibhéal	
Higher Ardleibhéal	<input type="radio"/>
Ordinary Gnáthleibhéal	<input type="radio"/>
Common Comhleibhéal	<input type="radio"/>

Answered through Freagraíodh trí	
English	<input type="radio"/>
Gaeilge	<input type="radio"/>

Stampa an Ionaid  
Centre Stamp

**APPENDIX J – HOW TO SET UP A WORD-PROCESSED SCRIPT**

These instructions should be followed by candidates who have been granted the use of a word processor in their certificate examinations. Following these instructions for setting up, saving and getting your script ready for return to the SEC for marking will help to ensure that you get full credit for your work.

**IMPORTANT NOTE BEFORE YOU BEGIN:** You must only set up your document in an offline environment as, under examination conditions, it is prohibited to have your laptop connected to the internet. Therefore, if you normally use online word-processing software you will need to set up the software on your laptop hard drive in advance of the examinations.

1. At the start of each examination session, you should set up a word-processed document (e.g. MS Word) and save the document using the following naming convention:

**Examination Number followed by Exam Type, followed by Subject and Paper Number**

For example, in the case of a Leaving Certificate candidate 189453 who completes the English Paper 2 examination on a word processor, the document should be named as: **189453 LC English 2**

This document is your examination script. You should ensure that the auto-save feature has been turned on to save your work regularly (e.g. every minute) during the examination. You should also get in the habit of manually saving your script regularly to avoid losing any content.

2. You should set up your word-processed script to record the following:

Examination Number	Each page of the word-processed script should have your examination number appearing in the header at the top right-hand corner.
Page Number	Each page of the word-processed script should be numbered with the page number appearing in the middle of the footer.

If using Microsoft WORD, you should click on the INSERT tab in the toolbar to access the Header and Footer functions

To insert your examination number and page number, you should:

- a) Click on the Header button in the toolbar, select Edit Header and input your examination number.
- b) Click on the Page Number button in toolbar\* select Bottom of Page and input the page number in middle of the footer.
- c) When you have inputted your examination number and page number, click on the Close Header and Footer on the toolbar. The header and page number will insert automatically on each word-processed page.

3. Printing your word-processed script

- a) Use white A4 paper
- b) Set to print on one side only.
- c) Make sure all pages have been printed

