



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

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

# 2026

## CERTIFICATE EXAMINATIONS



## INSTRUCTIONS FOR SEC ADMINISTRATION SUPERINTENDENTS

Please read this document in conjunction with

**IMPLEMENTING ACCESS ARRANGEMENTS IN THE WRITTEN EXAMINATIONS 2026**

and the

**GENERAL INSTRUCTIONS FOR SUPERINTENDENTS 2026**

## SEC ADMINISTRATION SUPERINTENDENT

The State Examinations Commission has established a new role this year of an SEC Administration Superintendent. As a SEC Administration Superintendent, you have been appointed to a particular school this year to undertake a key role in the delivery of the 2026 certificate examinations. The need for this role has primarily arisen from the implementation of interim additional time arrangements under the RACE Scheme but also recognising the complexity of delivery in certain schools with very high numbers of special examination centres.

As an SEC appointed Administration Superintendent, you are the agent of the SEC and will at all time act in the SEC's interests in the school to which you are assigned. Your key function is collaborating with the school authority in the running of special examination centres, acting on behalf of the SEC and linking the school, main centre superintendents, and special examination centre superintendents. In this regard you will be supporting the school authority, especially the Examination Aide, in the delivery of the state examinations for Leaving Certificate, Leaving Certificate Applied and Junior Cycle

You are responsible for liaising with the school authority, other SEC superintendents, and special examination centre Superintendents to ensure that the examinations in special examination centres, including newly established additional time centres, are well managed and that candidates in these centres are appropriately supported throughout their examinations.

**Upon arrival at the school Tuesday 2 June, you must make yourself known to the Examination Aide.**

See below for a detailed description of the duties associated with this role. **Your range of duties is as assigned in this document. You may also be asked by the SEC to:**

- On instruction from the SEC, take temporary custody of the keys to an examination paper box in the event of an emergency.
- On instruction from the SEC, be the SEC link to receive examination papers in the event of shortages.
- On instruction from the SEC, step in for scheduled superintendent absences (interviews, medical appointments, etc.) in a main, special or additional time centre.
- On instruction from the SEC, step in for unscheduled superintendent absences in a main, special or additional time centre until a replacement is found.

**Note: It should be clear that the directions to do any of the above, or any other duties, should come to you from the SEC. If any matters arise between you and the school authority about your duties, you must contact the SEC for assistance.**

### **RACE Report**

The SEC has provided your assigned school with an information pack containing the RACE Report which confirms the accommodations approved for the candidate(s) in the special examination centres in the school. **At the meeting with the Examination Aide, you should ensure that you are provided with a copy of the RACE Report. Your copy of this report is critical for the smooth running of the special and additional time centres in the school to which you are assigned. At the end of your contract, please ensure your copy of the RACE Report is returned to the Examination Aide.** For information, the pack also includes examinations posters for the special examination centres as well as mesh bags for the transportation of examination papers from the main centre to the special examination centres.

# DUTIES OF THE SEC ADMINISTRATION SUPERINTENDENT

## Before the examinations start

- Attend the briefing session on Tuesday 2 June at 9am.
- Familiarise yourself with the *Instructions for SEC Administration Superintendents, Implementing Access Arrangements at the Written Examinations 2026* and the *General Instructions to Superintendents 2026* and other relevant documents.
- Familiarise yourself with the rules for additional time in state examinations – see later in this document.
- Visit your assigned school Tuesday 2 June, the day before the examinations begin at the time arranged with the school.
- Meet the Principal/Deputy Principal and Examination Aide. Share your contact number and ensure that you have all relevant contact numbers for school personnel.
- Meet the main examination centre and special examination centre superintendents.
- Familiarise yourself with the school environment including the locations of all main and special examination centres.
- Familiarise yourself with the RACE Report for your assigned school.
- Confirm that all special examination centres have been set up correctly in accordance with SEC rules.

## Organisation and communication in collaboration with the Examination Aide

- Confirm logistics for candidates in special examination centres, including additional time centres.
- Make sure candidates are placed in the correct special examination centre according to the RACE report.
- Report any changes or issues to the SEC immediately.
- In the event of any difficulties occurring during the examination and liaising with the SEC on issues which arise.

## Special examination centres and accommodations in collaboration with the Examination Aide

- Confirm/Check that special examination centres are properly set up, including assistive technology where needed and equipment checks for aural examinations.
- Ensure additional-time arrangements are managed correctly.
- Confirm shared centres are organised properly and that Junior Cycle and Leaving Certificate candidates are not mixed in the same shared special examination centre.
- Support the Examination Aide in dealing with cases where candidates have to be transferred to other examination centres including special examination centres.

## Papers and scripts

- Monitor and support the secure distribution of examination papers to special and additional time centres
- Monitor and support the secure return of candidate scripts from special examination centres.

## Checking the additional time and special examination centre setup

- Ensure required notices are displayed.
- Ensure internet and other information sources are disabled.
- Check that maps/charts/reference materials are removed or covered.
- Ensure there is a visible, accurate clock.
- Check desk spacing where possible.

## Access to the examination centres during exams

Access to the examination centre is strictly prohibited during the timetabled examination. Only the SEC appointed Superintendent or authorised personnel from the SEC, or, at the request of the superintendent, the Principal, Deputy Principal, Examination Aide or the Administration Superintendent is permitted to enter the centre once the examination has commenced. This access prohibition includes other teachers and any other staff of the school. In an emergency, you may take over supervision of a main or special/additional time centre yourself.

## ADDITIONAL TIME IN THE STATE EXAMINATIONS

Unless instructed otherwise examinations must run according to the published timetable. If a candidate has been granted additional time as part of their access arrangements or if they have authorised rest breaks, the special examination centre superintendent will be notified of this by the school. Other than this, deviations from the timetable are not permitted.

While any delay in starting should be compensated for at the end of the examination, allowing additional time in an examination that has not been authorised represents inappropriate assistance.

### Interim additional time arrangements

For the 2026 examinations, the SEC is implementing interim additional time arrangements under the RACE Scheme for eligible candidates sitting Junior Cycle, Leaving Certificate and Leaving Certificate Applied examinations. This has increased significantly the numbers of candidates who are eligible for additional time to some 30,000 candidates this year.

Eligible candidates will have an extra ten minutes per written examination paper in all subjects. The measure applies at the level of the examination paper so two paper examinations will have ten minutes additional time in paper 1 and in paper 2. The qualifying accommodations are those featuring a direct intervention (e.g. word processor, reading assistance, spelling and grammar waiver, etc.).

There are also 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.

This table below summarises all additional time arrangements for eligible candidates based on their sanctioned reasonable accommodations. 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 sanctioned
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

<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.

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

All 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 it is;

- A. a Leaving Certificate/Leaving Certificate Applied centre  
OR
- B. a Junior Cycle centre.

### A. Leaving Certificate/Leaving Certificate Applied centres

Leaving Certificate and Leaving Certificate Applied candidates availing of the interim additional time arrangements must sit their examinations in special examination centre.

The main features of this change are;

- An increase in the numbers of candidates sitting their examinations in special examination centres.
- Potential for a mix of candidates in a special examination centre some with and some without additional time
- Potential for schools to have set up a special examination centre specifically for candidates granted additional time and who have no other accommodations. The number of candidates in these centres could be higher than might typically be expected for a special examination centre (i.e. in excess of 8 candidates).
- 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 as in the published timetable).

### B. Junior Cycle:

Junior Cycle candidates granted additional time under the interim arrangements and assigned to a main examination centre must stay in the main examination centre.

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

- A need for superintendents to be aware that some candidates in the main centre will have an additional ten 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.

**NOTE: In an examination with a written examination and a separate aural or listening test, ten minutes additional time will apply to the written component only and not to the aural/listening test. The additional time does not apply to the separate aural examinations in language subjects nor to Music Listening (Core or Elective).**

## Candidates wishing to opt out of additional time arrangements

Administration Superintendents should be aware that additional time should not be provided to Leaving Certificate and Leaving Certificate Applied candidates in main examinations centres.

To avail of the interim additional time arrangements, Leaving Certificate or Leaving Certificate Applied candidate who must sit in a special examination centre.

The SEC has advised schools that should a candidate wish to remain in the main examination centre for their Leaving Certificate or Leaving Certificate Applied examinations, they must inform the school authority of their decision and must be made aware that they will no longer be entitled to avail of the interim additional time arrangements.

An Opt-Out Form was provided for completion and retention in the school to be available to the SEC on request. The Opt-Out form must be co-signed by candidates and their parent/guardian.

## SPECIAL ARRANGEMENTS FOR DEALING WITH ADDITIONAL TIME AND LEAVING CERTIFICATE LANGUAGE 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.

## SET UP OF SPECIAL EXAMINATION CENTRES

**As the Administration Superintendent you have responsibility to check that each special examination centre is set up correctly. All of the steps below must be adhered to:**

- *Penalty for Violation of Regulations* notice should be displayed prominently inside the examination centre.
- The notice *Reminder to Candidates* in relation to the colour coding of examination papers should be displayed in a prominent place inside the examination centre.
- Ensure that internet and all other information sources connectivity is disabled.
- All maps, charts, and other educational reference material in the examination centre should be removed or turned over.
- 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.
- Regular checks to make sure that the clock used is in good working order and shows the correct time should be undertaken.
- If possible, in the case of shared centres, the desks should be 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 examination centre due to the difference in start times of examinations.

## PERSONNEL PERMITTED TO ENTER EXAMINATION CENTRES

1. All examination centres may be monitored during the course of the examinations, by an official of the SEC. This official will show photo identification. During their visit, the SEC official may inspect the main examination centres and any shared or individual special examination centres at their discretion.
2. The Manager/Principal may be present in a centre until the examination gets under way or if requested by the superintendent.
3. Access to the examination centres is strictly prohibited during the timetabled examination. Only authorised personnel from the SEC, or, and only at the request of the Superintendent, the Principal, Deputy Principal or the Examination Aide, is permitted to enter a centre once the examination has commenced.
4. This access prohibition includes other teachers and any other staff of the school.
5. Under no circumstances should an attendant be asked to supervise an examination centre in the absence of the special examination centre superintendent, nor should candidates be left unsupervised.
6. In an emergency situation, and on the instructions of the SEC, the Administration Superintendent can take over the superintending of a special examination centre (Emergency No. **1800 283 271**).

**N.B. NO OTHER PERSON, APART FROM AN SEC OFFICIAL,**  
shall be permitted to enter the centre after candidates have been admitted.