

SEC Administration Superintendents

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OVERVIEW

- Your role as Administration Superintendent
- Key changes in 2026
 - Before the examinations start
 - In the school
 - Additional time
 - LC aural examinations
 - Opting out of arrangements
 - During the examinations
 - Evaluation

Your role as an administration superintendent

The Administration Superintendent is acting on behalf of the SEC and linking the school, main centre superintendent, and special centre superintendents to assist with the delivery of the examinations in the school, including examinations in special examination centres.

You will be supporting the school authority, especially the Examinations Aide, in the delivery of the state examinations for Leaving Certificate, Leaving Certificate Applied and Junior Cycle.

Note: key change for 2026

- Under the RACE scheme the SEC is implementing an interim scheme for eligible candidates:
 - Word processor
 - Reading assistance
 - Spelling and grammar waiver

These candidates get an additional 10 minutes per written examination in **all subjects***.

**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.*

Range of RACE Accommodations

Reasonable Accommodations Granted	Allocated Centre	Additional Time sanctioned
Blind/vision impaired candidates	Individual special centre	15 minutes per hour
Scribe	Individual special centre	10 minutes per hour
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 - Leaving Certificate	Shared special centre	10 minutes per examination
Spelling and Grammar Waiver only - Junior Cycle	Main examination centre	10 minutes per examination
LCA Language Exemption only	Shared special centre	10 minutes per examination

Before the examinations start

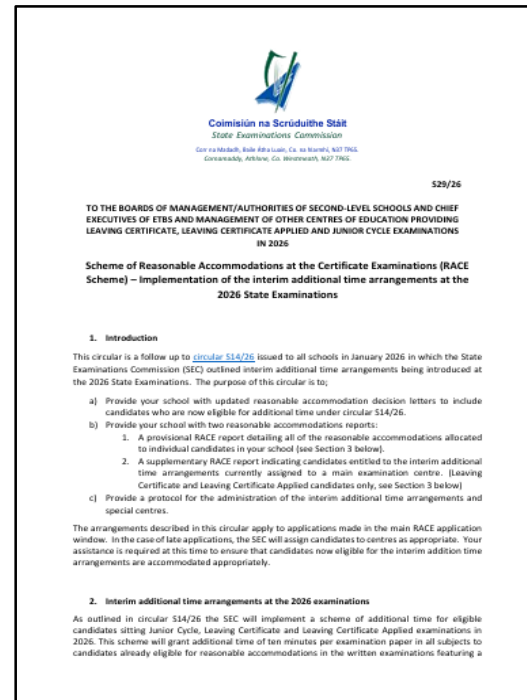
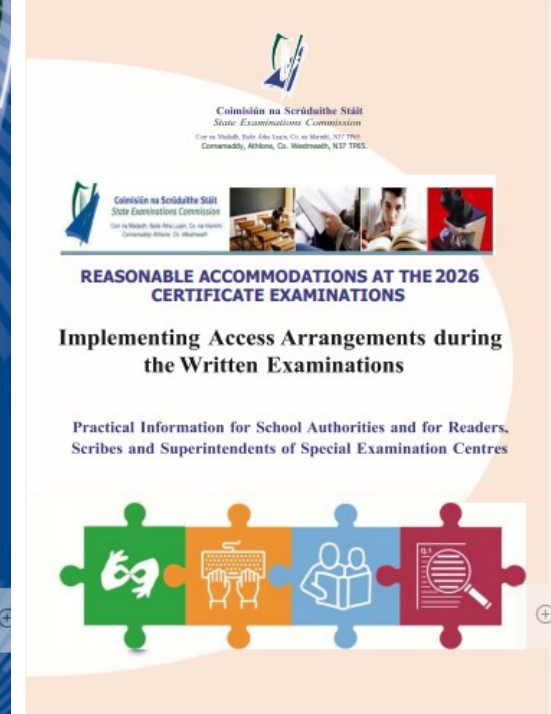
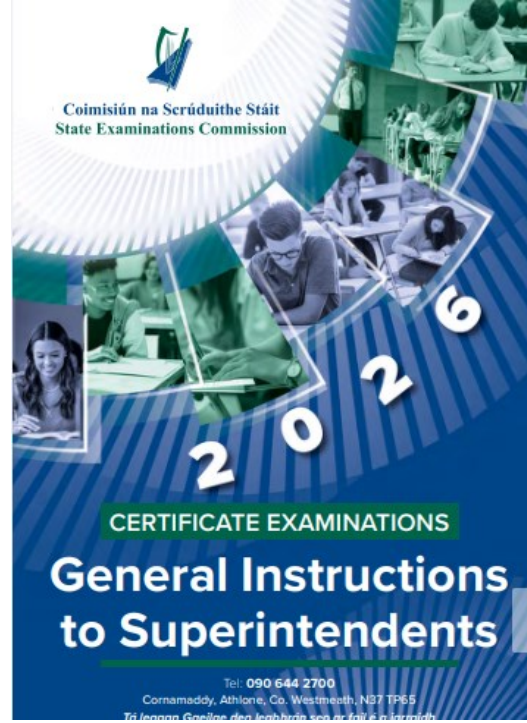
The examinations timetable

- 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 centre superintendent will be notified of this by the school.
- Other than this, deviations from the timetable are **not** permitted.

Before the examinations

Familiarise yourself with the instructions and all other relevant documents

- General Instructions to Superintendents
- Day to Day - JC, LC and LCA
- Implementing Access Arrangements during the Written Examinations
- Circular S29/26



In the school before the
examinations start

In the school before the examinations (1)



On **Tuesday 2nd June** (*before the examinations*)

- Visit your assigned school
- Liaise with the school authorities and the Examination Aide.
 - Share your contact number and ensure that you have all relevant contact numbers for school personnel.
 - Access the '**Information Pack**' and familiarise yourself with the RACE Report for your assigned school.

Information Pack



The SEC will have provided your assigned school with an **information pack** containing:

- ❖ confirmation of the accommodations approved for all the candidate(s) in the range of special centres
- ❖ additional posters and mesh bags for the transportation of examination papers from the main centre to the special centres.

In the school before the examinations (2)

In collaboration with the Examinations Aide, check that special centres and additional-time centres are set up in accordance with SEC rules.

- Relevant notices - *Penalty for Violation of Regulations* and *Reminder to Candidates* in relation to the colour coding of examination papers notice should be displayed prominently inside the examination centre(s).
- Ensure that internet and all other information sources of connectivity is disabled.

In the school before the examinations (3)

- Remove or turn over all maps, charts, and other educational reference material in the examination centre.
- Ensure there is 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.
 - Make regular checks to make sure the clock is in good working order and shows the correct time should be undertaken during the examinations.

In the school before the examinations (4)

- Confirm/check that special examination centres are properly set up, including assistive technology where needed and equipment checks for aural examinations.

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.



In the school before the examinations (5)

Capacity of a centre:

- The maximum capacity for the additional time special centre will be dependent on the size of the room(s) being utilised.
- The maximum capacity of 8 candidates per shared special centre does **not** apply.

In the school before the examinations (6)

Meet the

- main centre superintendents
 - special centre superintendents
 - additional-time superintendents
-
- Explain your role
 - Ensure they understand their role
 - Confirm they know the candidates assigned to their centre and from which main centre they are assigned



Evaluation



Advise the superintendents in Counties Clare and Limerick that the SEC is evaluating the interim additional-time arrangements.

- ❑ Tell them that you will hand out evaluation forms/booklets to all additional time and special centre superintendents at the start of each of the first 8 days.

Explain what is required.

In the school before the examinations (7)

- Confirm logistics for candidates in special centres, and candidates in additional time centres.
- Confirm candidates are placed in the correct special centre according to their RACE report.
- Report any changes or issues to the SEC immediately.

Important to note:

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.



Additional time

Additional time



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).

Other aspects of time management

- 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 Section 9 of these General Instructions.

Candidates granted additional time arrangements (1)



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

Superintendents need to be aware:

- some candidates in the main centre have the additional 10 minutes
- of the location of these candidates 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.

Candidates granted additional time arrangements (2)

In JC centres: (3 time warnings/announcements)

- Give a warning with 5 minutes left in the examination (as timetabled)
- At the end of the examination inform candidates that time is up for those **not** in receipt of extra time and ask them to put up their hands so that you can collect their scripts. Candidates must exit the centre quietly.
- After the additional 10 minutes has elapsed, inform candidates that the examination is over and they must stop writing.

Detailed instructions are also outlined in the Day-to-Day instructions

Candidates granted interim additional time arrangements (3)

Leaving Certificate and Leaving Certificate Applied candidates

- may be accommodated in shared special examination centres which are not facilitating reading and/or writing accommodations
- may be assigned to a shared special centre with candidates who do not have additional time through other accommodations

Superintendents need to be aware of:

- An increase in candidates in special centres
- The need to provide additional provisions re the distribution and collection of scripts from the special centres
- Later finish times will need to be accommodated in the arrangements for the return of scripts

Main features of additional time change – LC and LCA

Note:

Where special centres cannot accommodate all candidates being provided with interim additional time arrangements, the school authorities may need to create a dedicated additional time special centre.

RACE – other time accommodations

- Candidates using a scribe have an additional 10 minutes per hour
- Candidates who are vision impaired have an additional 15 minutes per hour

These candidates **do not** receive the additional 10 minutes per written paper

The LC aural examinations –
modern foreign languages

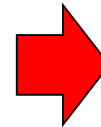
Main features of additional time change

– LC and LCA

There is a change in the published timetable for the aural examinations in the modern foreign languages.

Aural will now commence
at **12.20 pm**

For each of these Leaving Certificate subjects the aural examination will start at 12:20 pm and finish at 1:00 pm.



French
German
Spanish
Italian
Russian
Japanese
Polish
Lithuanian
Portuguese
Mandarin Chinese

LC aural examinations – modern foreign languages

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.


In the **main centres** the written examination will begin at 9.30 and finish at 12.00

The aural will begin at **12.20** and finish at **1.00**.

In the **additional time centres** the written examination will begin at 9.30 and finish at **12.10**

The aural will begin at **12.20** and finish at **1.00**

Published timetables



**LEAVING CERTIFICATE EXAMINATION
TIMETABLE 2026**

Each candidate should see carefully the dates and times, as fixed on this official timetable, for the examinations in the subjects in which he 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 15 minutes before the examination begins in the subject in which they first present themselves.

JUNE	SUBJECT	H = Higher Level, O = Ordinary Level, F = Foundation Level	TIME
WEDNESDAY 3	English, Paper 1	- H & O	9:30 - 11:30
	Home Economics, Scientific and Social	- H & O	1:00 - 4:30
THURSDAY 4	Engineering	- O	9:30 - 12:00
	Engineering	- F	9:30 - 12:30
	English, Paper 2	- H & O	1:00 - 3:30
	Geography	- H & O	9:30 - 12:30
FRIDAY 5	Mathematics, Paper 1	- H & O	1:00 - 4:30
	Mathematics	- F	1:00 - 4:30
MONDAY 8	Irish, Paper 1	- H (not award)	1:00 - 4:30
	Irish, Paper 2	- O (not award)	1:00 - 4:30
	Irish, Paper 3	- F (not award)	1:00 - 4:30
TUESDAY 9	Irish, Paper 2	- H	9:30 - 12:30
	Irish, Paper 3	- F	9:30 - 12:30
WEDNESDAY 10	Science	- H & O	9:30 - 12:30
	French	- H & O - written	9:30 - 12:30
	French	- oral	12:30 - 1:30
	History	- H & O	1:00 - 4:30
THURSDAY 11	Business	- O	9:30 - 12:30
	Business	- F	9:30 - 12:30
	Construction Studies	- O	1:00 - 4:30
	Construction Studies	- F	1:00 - 4:30
FRIDAY 12	German	- H & O - written	9:30 - 12:30
	German	- oral	12:30 - 1:30
	Art, Visual Arts	- H & O	9:30 - 12:30
MONDAY 15	Polish, Ukrainian, Portuguese and Mandarin-Chinese	- INFO - written	9:30 - 12:30
	Polish, Ukrainian, Portuguese and Mandarin-Chinese	- oral	12:30 - 1:30
	Indonesian Studies, Ancient Greek and Latin (Common Language)	- INFO - written	9:30 - 12:30
	Indonesian Studies, Ancient Greek and Latin (Common Language)	- oral	12:30 - 1:30
THURSDAY 16	Spanish	- H & O - written	9:30 - 12:30
	Spanish	- oral	12:30 - 1:30
	Chemistry	- H & O	1:00 - 3:30
WEDNESDAY 17	Physics	- H & O	9:30 - 12:30
	Physics and Chemistry	- H & O	9:30 - 12:30
	Accounting	- H & O	1:00 - 3:30
THURSDAY 18	Design and Communications Graphics	- H & O	9:30 - 12:30
	Music - Listening (Exam)	- H & O	1:30 - 3:00
	Music - Composing	- H & O	3:15 - 4:45
	Music - Listening (2nd Year)	- F	3:00 - 3:45
FRIDAY 19	Economics	- H & O	9:30 - 12:30
	Physical Education	- H & O	9:30 - 12:30
MONDAY 22	Latin	- H & O - written	9:30 - 12:30
	Latin	- oral	12:30 - 1:30
	Italian	- H & O - written	9:30 - 12:30
	Italian	- oral	12:30 - 1:30
	Classical Studies	- H & O	1:00 - 4:30
	Latin	- H & O	1:00 - 3:00
	Technology	- O	1:00 - 4:30
	Technology	- F	1:00 - 4:30
	Japanese	- H & O - written	9:30 - 12:30
	Japanese	- oral	12:30 - 1:30
THURSDAY 23	Religious Education	- H & O	9:30 - 12:30
	Religious Education	- F	9:30 - 12:30
	Applied Mathematics	- H & O	1:00 - 4:30
	Applied Mathematics	- F	1:00 - 4:30

Notes:

- The examination session highlighted in red includes 20 minutes rest and above the time is traditionally allocated for the papers concerned.
- Leaving Certificate Examinations in Hebrew, Italian, Indonesian, Ancient Greek and in the Non-Curricular Languages (Latin) will be held on Monday 22 June from 9:30am to 1:30pm.
- Examinations based on the Curricular Specifications for: Ukrainian, Mandarin-Chinese, Polish and Portuguese will be held on Monday 15 June.
- There are also Test examinations in Computer Science and Leaving Certificate Vocational Programme – Law Studies – which will be held in April/May with dates to be announced separately.


**Comisiún na Scrúduithe Stáit
State Examinations Commission**

**LEAVING CERTIFICATE APPLIED EXAMINATION
SCHEDULE OF EXAMINATION DATES 2026**


WRITTEN TIMETABLE 2026

Each candidate should see carefully the dates and times, 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 15 minutes before the examination begins in the subject in which they first present themselves.

JUNE	TIME	SUBJECT
WEDNESDAY 3	9:45 - 11:45	English & Communication
	2:00 - 4:00	Social Education
THURSDAY 4	9:30 - 10:30	Gaelic Chomhaltas
	9:30 - 12:30	Sign Language (non-Native)
	2:00 - 4:30	Sign Language (non-Native)
	2:00 - 3:30	French - Common, Spanish - Initial
FRIDAY 5	9:30 - 11:30	Mathematical Applications
	2:00 - 3:30	Head Country & Tourism
MONDAY 8	9:30 - 11:00	Engineering
	2:00 - 3:30	Child Care / Community Care
TUESDAY 9	9:30 - 11:00	Graphics & Construction Studies
	11:30 - 1:00	Hair & Beauty
	2:30 - 4:00	Office Administration & Customer Care
WEDNESDAY 10	9:30 - 11:00	Agriculture / Horticulture
	2:00 - 4:00	Techology
THURSDAY 11	9:30 - 11:00	Active Leisure Studies
	2:00 - 3:30	Craft & Design

NOTES:

- USA Sign Language examination is conducted for 9:30 - 12:30 & 2:00 - 4:30. A candidate specific schedule, for a 10 minute individual assessment, will be shared up for each centre.


**Comisiún na Scrúduithe Stáit
State Examinations Commission**

**JUNIOR CYCLE EXAMINATION
TIMETABLE 2026**

Each candidate should see carefully the dates and times, 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 15 minutes before the examination begins in the subject in which they first present themselves. The rest time for all Junior Cycle afternoon examinations is 15/30/45.

JUNE	SUBJECT	H = Higher Level, O = Ordinary Level, C = Common Level	TIME
WEDNESDAY 3	English	- H & O	9:30 - 11:30
	Religious Education	- Common Level	1:30 - 3:30
THURSDAY 4	Math T1	- H & O (not award)	9:30 - 11:30
	Math T2	- H & O (not award)	9:30 - 11:30
	Geography	- Common Level	1:30 - 3:30
FRIDAY 5	History	- Common Level	9:30 - 11:30
	Mathematics	- H & O	1:30 - 3:30
MONDAY 8	Science	- Common Level	9:30 - 11:30
	Business Studies	- Common Level	1:30 - 3:30
TUESDAY 9	Graphics	- Common Level	9:30 - 11:30
	Music (not award)	- Common Level	9:30 - 11:30
	French (not award)	- Common Level	9:30 - 11:30
WEDNESDAY 10	Home Economics	- Common Level	9:30 - 11:30
	Spanish (not award)	- Common Level	1:30 - 3:30
THURSDAY 11	German (not award)	- Common Level	9:30 - 11:30
	Visual Technology	- Common Level	1:30 - 3:30
FRIDAY 12	Music Studies	- Common Level	9:30 - 11:30
	Music	- Common Level	9:30 - 11:30
	Graphics	- Common Level	1:30 - 3:30
	Engineering	- Common Level	1:30 - 3:30
	Classics	- Common Level	1:30 - 3:30
MONDAY 15	Applied Technology	- Common Level	9:30 - 11:30

Candidates wishing to opt out of additional time arrangements (1)

Any Leaving Certificate or Leaving Certificate Applied candidate eligible for the interim additional time arrangement who would have previously sat in the main examination centre, **is now required to sit in a special examination centre.**

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 (not get the 10 minutes at end of examination).**

Candidates wishing to opt out of additional time arrangements (2)

The school should **note this request and complete the Opt-Out form.**

- A record of this information should be retained by the school.
- This information should be available should the SEC request it.
- Such requests must be co-signed by candidates and their parent/guardian. An Opt-Out form provided should be used.

Opt-out form

Opt-out form can
be found
in Circular S29/26.

Appendix B – Opt Out Template Form



Coimisiún na Scrúduithe Stáit
State Examinations Commission
Corra na Muzach, Baile Átha Luain, Co. na hIarthrá, M17 T966.
Ceanasádh, Athlone, Co. Wicklow, N17 T965.

Dear Principal,

Any Leaving Certificate or Leaving Certificate Applied candidate eligible for the interim additional time arrangement for the 2026 State examinations is now required to sit in a special examination centre.

Should a candidate wish to remain in the main examination centre they must inform the school of their decision and must be made aware that they will no longer be entitled to avail of the interim additional time arrangements.

In this instance, the following information must be provided and signed by both the school principal and the candidate below.

School Name: _____

School Roll No.:

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School Address: _____

Principal Name: _____

Candidate Name: _____

Candidate No.:

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Main Centre No.:

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Special Centre No.:

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I confirm that I have notified the candidate that by remaining in the main examination centre they are no longer entitled to avail of the interim additional time arrangements.

I confirm that I am aware that by remaining in the main examination centre I am choosing not to avail of the interim additional time arrangements for my 2026 examinations.

Candidate Signature Date

Parent/Guardian Signature Date

During the examinations

During the examinations (1)

The only people allowed to enter the special centres are SEC personnel, or at the request of the superintendent the Principal, the Deputy Principal, Examinations Aide or you.

In an emergency, you may take over supervision of a main or special centre yourself

*(Under **no** circumstances should an attendant be asked to supervise an examination centre in the absence of the special centre superintendent, nor should candidates be left unsupervised).*

Monitor and support the secure distribution of examination papers and other relevant materials (e.g. List of corrections) are delivered to special and additional time centres.

(Consult the Day to Day instructions for each session to aid in this task).

During the examinations (2)

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

Ensure additional-time arrangements continue to be managed correctly.

In Counties Clare and Limerick, the administration superintendent will be involved in collecting data from additional time and special centre superintendents on each of the sessions for the first 8 days of examinations.

Evaluation

Evaluation of interim arrangements in counties Clare and Limerick

Collection of data

- Distribute the data collection booklets to the additional time and special centre superintendents on each of the sessions for the first 8 days of examinations.
- Collect the data collection booklet at the end of each of the first 8 days
- Place all of the data collection booklets in the dedicated pre-paid envelope and return it to the SEC.

Recap (1)

Ensure:

- all relevant documents are reviewed – *General Instructions, Day to Day - JC, LC and LCA, Implementing Access Arrangements* for written examinations, Circular S29/26 and candidate RACE material in information pack.
- the set-up on all centres follow SEC rules.
- in Counties Clare and Limerick, to oversee the collection of evaluation data for the first 8 days.
- that all examination material gets to and from the special and additional time centres and that all examination arrangements are adhered to.

Recap (2)

Ensure:

- that LC and LCA candidates availing of the interim additional time arrangements must now sit in a special examination centre.
- that schools have placed candidates in existing special centres or have set up an additional time special centre for candidates.
- if a LC and LCA candidate opt to remain in the main centre, they are no longer entitled to avail of the interim additional time arrangements.

Recap (3)

Ensure:

- that for each of the following LC subjects the aural examination will start at 12:20 pm and finish at 1:00 pm,
 - (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.

Recap (4)

Ensure:

- Junior Cycle candidates are to remain in the main examination centre unless they are already availing of special centre arrangements via existing reasonable accommodations and must notify the school of same.
- Follow the protocol for completion of JC examinations with and without additional time.

Finally

Thank you for attending
this presentation.

