

**COIMISIÚN NA SCRÚDUITHE STÁIT**  
**JUNIOR CERTIFICATE EXAMINATIONS 2018**

*Form of application for appointment as Assistant Examiner  
in Environmental and Social Studies (E.S.S.)*

*This form should be completed and returned not later than 27 April, 2018.*  
*N.B. Read the Notes overleaf before completing this form.*

1. Were you appointed as Junior Certificate or Leaving Certificate Examiner in 2017? Yes  No

2. Surname (Block letters) \_\_\_\_\_ Other Names \_\_\_\_\_

Date of Birth \_\_\_\_\_ Current R.S.I. No. 

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Teaching Council Number: 

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 Renewal date \_\_\_\_\_

3. ***Qualifications***

University/ College	Degree/ Diploma	Year of Award	Degree/Diploma Examination Subject	Pass/Hons	First Year Examination Subjects	Pass/Hons

4. ***Full-time teaching experience*** (including current year) ..... years

From	To	Full-time	Part-time	Name and Address of School/Institution	School Roll No.

5. ***Subjects currently being taught***

Subject	No. of Years Taught			
	Junior Cert. H.L.	O.L.	Leaving Cert. H.L.	O.L.

6. ***Previous experience as Examiner for State Examinations Commission***

Examination	Year	Subjects	Level

7. Will you act as an examiner in your school? Yes  No   
If YES will you examine OWN CLASS  and/or  OTHER CLASS

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8. Will you act as a visiting examiner? Yes  No   
(You may apply under more than one heading.)

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9. If appointed as Examiner, will you have the use of a car? Yes  No   
(Tick the appropriate box)

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10. If you will not be staying at the address given below during the marking period please state alternative address and telephone number: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

**CERTIFICATE OF APPLICANT**

*I certify, that the particulars given are correct, that I will not be undertaking any other work during the marking period and that, should I be offered and accept an appointment as Assistant Examiner, I will carry out, to the best of my ability, all rules and instructions issued for my guidance by the Commission.*

Usual Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone (home) \_\_\_\_\_

\_\_\_\_\_ (Work) \_\_\_\_\_

## NOTES FOR THE INFORMATION OF APPLICANTS

1. The application form, fully completed should be addressed to:  
“E.S.S. Section, State Examinations Commission, Cornamaddy, Athlone” and should reach the Commission not later than **27<sup>th</sup> April, 2018**.
2. **Canvassing will disqualify.**
3. Postage must be prepaid on all applications.
4. An Irish version of this form is available on request from the State Examinations Commission.
5. Failure to quote P.P.S.N. number or complete all questions on this form will result in your application being returned for completion and it may be subsequently treated as a late entry if received after the closing date.
6. Appointment as examiner in any given year does not confer the right to appointment in subsequent years.
7. A per capita examining fee € 5.43 (Ordinary Level) € 7.51 (Higher Level) } will be paid.
8. Where the work is being examined by the class teacher/another teacher in the school the work will be carried out during the month of May.
9. Where the work is being examined by a visiting examiner, the work will be carried out during the period 6<sup>th</sup> – 22<sup>nd</sup> June 2018.
10. Monitoring will take place in the period 6<sup>th</sup> – 22<sup>nd</sup> June 2018.
11. All examiners (class teacher/another teacher in the school/visiting examiners) and advising examiners will receive detailed briefing. Substitution will be approved for necessary absences in connection with this briefing.
12. Travelling expenses and subsistence allowances will be paid in accordance with Department of Finance regulations.
13. All applicants **must** be registered with the Teaching Council – see hereunder.

### **Teaching Council Registration**

Aspects of The National Vetting Bureau (Children and Vulnerable Persons) Bill 2012 are due for commencement prior to the 2014 examinations. It is now mandatory that all those undertaking the position of Oral/Practical Examiner for the 2014 examinations and subsequent years are registered on the Register of Teachers maintained by the Teaching Council.

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

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

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

Complete the application form for the position of Oral/Practical Examiner in the normal way but indicate that you are not registered. Return the form to the SEC in normal way. However, you must also **apply immediately** to the Teaching Council for registration and have the registration details submitted before the appointments are made in the case of oral examiners from January 2018 and practical examiners from March 2018.

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

It is each applicant's own responsibility to ensure that they are on the Register of Teachers and to provide the SEC with their registration number, when requested. The registration process, which includes a process of Garda Vetting, may take 6 -8 weeks once all required documentation has been received. Applicants are advised to apply for registration immediately. For administrative reasons, the SEC requires all potential applicants for examining positions in the 2018 exams to be registered in the case of oral examiners from January 2018 and practical examiners from March 2018

Information on the registration process, including details of registration fees, is available on the Teaching Council's website [www.teachingcouncil.ie](http://www.teachingcouncil.ie). The State Examinations Commission accepts no liability for teacher registration fees or for any applicant's inability to meet the registration and vetting requirement within the specified timeframe.