



Coimisiún na Scrúduithe Stáit  
State Examinations Commission

## Application for Appointment as an Examiner Leaving Certificate Computer Science 2020

### 1. Position(s) being applied for

Please tick the box(es) to indicate which component(s) you wish to be considered for:  
(Examiners must be proficient in the Python programming language)

Leaving Certificate Coursework

Leaving Certificate Written and Practical Examination Higher Level

Leaving Certificate Written and Practical Examination Ordinary Level

Please tick the box(es) to indicate which position(s) you wish to be considered for:

Examiner

Advising Examiner

Senior Advising Examiner

Chief Advising Examiner

Are you competent to examine the above subjects through Irish and willing to do so if required? Yes  No

### 2. Personal details and teaching status

Name  Other names

Current PPSN  Previous PPSN, if any

Date of birth

Teaching council registration number

Renewal date

Home address  
(normal address during term time)

Address for correspondence from 1 June to 31 August  
(if different from home address)

eircode:

eircode:

Nearest town

Distance to nearest town  km

Home tel.

Work tel.

Mobile

Email address:

Name and address of current school, if you are currently teaching, or school most recently taught in, if you are not currently teaching.

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School roll number

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Current teaching status (full-time, part-time, substitute, unemployed, etc.)  
If you are currently employed, but not as a teacher, give details.

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If retired:   ▪ State date of retirement

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▪ Did you retire under Strand 1 of the Early Retirement Scheme for teachers?

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▪ Are you receiving a disability pension?

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Please list the details of any immediate relatives taking a state examination in 2019. (If none, write "none".)

Full name	School	Date of birth	Examination (JC, LC, LCA)

### 3. Qualifications

	Primary degree	Main teaching qualification	Other	Other
Name of institution				
Title of degree				
Year obtained				
Classification (1, 2.1, 2.2, pass, etc.)				
Final / third year subject(s)				
First / second year subject(s)				

### 4. Teaching experience

In all categories, you should include the current academic year. If you have more than ten years' experience in any category, it is sufficient to state "≥10". Include all experience related to the subjects listed in 3 above. Include experience teaching other subjects if you wish.

#### 4.1. Experience teaching in a recognised second-level school in Ireland

Experience teaching Junior-Cycle classes

Subject	Level (Higher, Ordinary, Foundation, or mixed)	Number of years' experience	Includes experience teaching exam-year classes? (Y/N)

Experience teaching Senior-Cycle classes

Subject	Programme (LC / TY / LCA)	Level	Number of years' experience	Includes experience teaching exam-year classes? (Y/N)

4.2. Teaching experience other than in a recognised second-level school in Ireland

Subject	Year group / age group	Type of experience (school, individual tuition, private group tuition, etc.)	Qualification (LC, GCSE, A-level, undergraduate, etc.)	Number of years' experience

**5. Experience as an Examiner**

5.1. Experience as an Examiner with the State Examinations Commission

Subject	Examination and Level	Position (examiner, advising examiner, etc.)	Number of years' experience	Year from and to

5.2. Experience as an Examiner with other examining bodies

Name of examining body	Subject	Position (examiner, team leader, etc.)	Number of years' experience	Year from and to

**6. Other information**

Please give any other information that you would like us to consider in support of your application.

## 7. Declaration of applicant

I hereby declare that the information I have given is correct and that I will notify the State Examinations Commission (SEC) of any changes to it. I acknowledge that the SEC reserves the right to verify all of the information provided, including my qualifications. If appointed, I will not undertake any other work during the marking period and I will, to the best of my ability, follow all instructions issued by the SEC or by anyone authorised by the SEC to issue such instructions.

Usual signature

Date

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

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

Signature of  
Principal/Manager/C.E.O

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

Stamp of School or ETB as appropriate

<input type="text"/>
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Date

## 9. Submission and consideration of applications

You must sign the above declaration. If you complete the form electronically, then you must print out a copy and sign it before submitting. Please send the completed form to **Orals/Practicals Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath N37 TP65** to reach us not later than **14 February 2020**. Postage must be paid. Claims of postal loss or delay must be supported by a certificate of postage. If you do not include your PPSN or if you otherwise fail to complete the form properly, we will return it for completion. This may result in your application being late. We will consider all applications fairly and impartially, and canvassing will disqualify.

## 10. Information for applicants

Appointment as an Examiner is a *contract for service* and is subject to the following conditions:

- You must give your full-time attention to the work during the marking period, which is usually about 26 days from the date of the conference. Conferences are expected to be held between 8 June and 26 June 2020. In the case of the coursework, conferencing will take place in May 2020.
- In the appointment of Examiners/ Monitors to project/ practical coursework, preference will be given to those applicants who have also applied to mark written examination components.
- All payments to you will be made through *Paypath*, an electronic money transfer system. We will collect your bank details later. We cannot make payments any other way.
- Appointment as Examiner in any given year does not confer the right to an appointment in subsequent years.
- If you fail to comply fully with our Instructions or if you act in a way that jeopardises the security or integrity of the examinations or the performance of the candidates, you may be dismissed and may be refused any future appointment. If you are dismissed, you will have no claim whatsoever against us for remuneration or expenses.
- Where an examiner feels that his/her work assignment may inhibit his/her capacity to perform his/her duties in a fair and objective manner he/she should bring the matter to the attention of the relevant Section, State Examinations Commission (SEC) giving details. Where the SEC is satisfied, on the basis of the information provided and its own enquiries that the performance of the examiner may be compromised, every effort will be made to resolve the matter by re-assigning the examiner.
- Travelling expenses and subsistence allowances will be paid in accordance with Department of Finance regulations. Further information is available from the Information for Contract Staff Section of [www.examinations.ie](http://www.examinations.ie).

- Appointments will be issued on an ongoing basis until 10 July 2020.
- If subsequent to confirming acceptance of appointment you become unavailable, you should contact the SEC immediately by phone and confirm your unavailability by letter, fax or e-mail. Likewise if, subsequent to applying or confirming acceptance of an appointment, you experience any change in circumstances which would render you ineligible for appointment, you must notify the SEC immediately.
- You are not eligible for appointment if you have taken early retirement under Strand 1 of the Early Retirement Scheme for teachers or if you are on paid or unpaid sick leave, on suspension or on administrative leave, or if, at the time of the conference or during the marking period, you are on paid statutory maternity leave.
- Applications from teachers in receipt of disability pension will be considered on receipt of a completed medical report form. This form is available on request from (090) 6442735/6.

An Irish version of this form is available on request.

### **Data Protection**

The State Examinations Commission is a registered data controller with the Office of the Data Protection Commissioner. The personal data you provide in this application form will be processed in accordance with the provisions of the Data Protection Acts.

We will process this data for the purpose of administering your application to a contract staff position as an examiner with us. If we appoint you as an examiner, we will process your personal data in the administration of your contract with us. This includes administering your assigned role and duties. We will also use the data to make payments to you in respect of your contract. We will also retain your details and may use them from time to time to contact you to advise you of recruitment opportunities with us. Our Data Protection Notice is on our website at [www.examinations.ie/data-protection/](http://www.examinations.ie/data-protection/).

### **Candidate access to component marks**

From 2019 onwards, the SEC will provide examination candidates with access to their component marks, including oral and practical marks, following the issue of the provisional results and in advance of the Leaving and Junior Certificate appeals closing dates. The mark provided for each component will be the mark authorised by the Chief Examiner and credited to the candidate for the purpose of calculating the grade. (In certain subjects, the mark awarded by the examiner will have been subject to a process of moderation as part of the standardisation of examiners' work and/or the mark may have been subject to a weighting applied to that component as part of the grading process.) This information is being provided to candidates in the spirit of the Data Protection legislation which means that candidates can apply to the SEC for access to copies of all of their personal data including their examination scripts.