

**RACE SCHEME 2020  
LEAVING CERTIFICATE and LEAVING CERTIFICATE APPLIED  
LATE APPLICATION FORM**

**Read the 2020 Instructions for Schools before completing this form.  
Use this form for late applications for reasonable accommodations.**

**Closing Date: 3<sup>rd</sup> April 2020**

Closing Date will be strictly applied. Incomplete forms will be returned unprocessed. Supporting documentation should not accompany this form but should be held in the school for inspection.

Return forms by post to:

**RA Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath N37 TP65**

**SECTION 1 CANDIDATE IDENTIFICATION DETAILS**

**Candidate Name:** \_\_\_\_\_

**Personal Public Service Number:**

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**Date of Birth:** \_\_\_\_\_

**Leaving Certificate**       **LCA Year 1**       **LCA Year 2**

**Application Grounds** (please tick as appropriate)

**Learning**       **Hearing**       **Visual**       **Physical**

**Name of School:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

\_\_\_\_\_

<b>Roll Number</b>
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<b>School Phone No</b>
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**School e-mail address:** \_\_\_\_\_

**Form Prepared by:** \_\_\_\_\_ **Role within school:** \_\_\_\_\_



**Provide details below of the learning supports, resource hours or other interventions that have been put in place as part of a continuum of support for this candidate's educational needs. All sections must be completed.**

1. Learning Supports \_\_\_\_\_

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2. Resource hours \_\_\_\_\_

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3. School/Exam supports (i.e. for house tests, mock exams etc.) \_\_\_\_\_

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4. Other \_\_\_\_\_

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Student Support File (years covered): \_\_\_\_\_

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**Note that, as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.**

**ALL ACCOMMODATIONS RECOMMENDED MUST BE REFLECTIVE OF SUPPORTS PROVIDED FOR DAILY SCHOOLING.**

**LATE APPLICATION FOR NEW ACCOMMODATIONS**

**SECTION 3 LEARNING DIFFICULTY GROUNDS**

Refer to section 9.1 of the “*Instructions for School*” for the relevant eligibility criteria. Complete this form only on behalf of candidates who are eligible in line with the criteria and other conditions of eligibility.

Applications on behalf of candidates with the writing difficulties associated with dyspraxia or dysgraphia may be made on learning difficulty grounds (this section of the form) or on physical difficulty grounds (Section 5) depending on the nature of the candidate’s disability. Refer to section 9.4 of the “*Instructions for Schools*” for further details.

As part of the quality assurance programme, the SEC may consult with the National Educational Psychological Service about this application.

**(a) READING ACCOMMODATIONS**

**EVIDENCE OF ELIGIBILITY**

(i) Standardised score of Word Reading

Subtest	Test Name	Date Administered	Standard Score
Word Reading			

(ii) Exam papers read to determine error rate and rate of reading

	Subject	Year	Level read	Intended level*	Word count	No. of errors
Sample 1	Language of schooling i.e. English or Irish					
Sample 2	Subject other than a language subject					
<b>Totals</b>					≥ 450 ≤ 550	

a) Percentage of errors  $\frac{\boxed{\text{Total no of errors}}}{\boxed{\text{Total word count}}} \times 100 = \boxed{\phantom{000}} \%$  errors.

b) Rate of Reading  $\frac{\boxed{\text{Words read}}}{\boxed{\text{Time in seconds}}} \times 60 = \boxed{\phantom{000}}$  words per minute

**\*N.B. For each sample, the level read, (i.e. Higher, Ordinary, Foundation or Common) must be the same level the candidate intends to sit in the examinations.**

**ACCOMMODATIONS RECOMMENDED**

Please indicate the accommodation recommended, having regard to the candidate’s identified level of need, by placing a ✓ in the relevant box.

Reading Assistance  Individual Reader  Exam Reading Pen

**Note that, as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.**

**(b) WRITING ACCOMMODATIONS**

**EVIDENCE OF ELIGIBILITY**

(i) Standardised score of Spelling

Subtest	Test Name	Date administered	Standard Score
Spelling			

(ii) Error Rate

	Subject	No of words written	No. of errors
Sample 1			
Sample 2			
	Totals		

Percentage of errors  $\frac{\text{Total no of errors}}{\text{Total words written}} \times 100 = \square$  % errors.

(iii) Speed of Handwriting  $\frac{\text{Words written}}{\text{Time in seconds}} \times 60 = \square$  Words per minute

Details of handwriting test administered	Name of test	Date administered

**ACCOMMODATIONS RECOMMENDED**

Please indicate the accommodation recommended, having regard to the candidate's identified level of need, by placing a ✓ in the relevant box.

WAIVER FROM ASPECTS OF SPELLING AND GRAMMATICAL COMPONENTS IN LANGUAGE SUBJECTS.

**Note that the following accommodations preclude the assessment of aspects of spelling and grammatical components in language subjects.**

WORD PROCESSOR   
(spell check enabled)

OR

RECORDING DEVICE

**SCRIBE - A SCRIBE SHOULD ONLY BE RECOMMENDED IN THE MOST EXCEPTIONAL CIRCUMSTANCES** as the SEC expects that candidates with writing difficulties will use a Word Processor or a Recording Device. An application for a scribe must include details below of the impediments to the candidate making use of a Word Processor or a Recording Device. It is not acceptable for the candidate to choose not to use either of these aids.

WORD PROCESSOR: \_\_\_\_\_

RECORDING DEVICE: \_\_\_\_\_

**Note that, as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.**

## SECTION 4 HEARING OR VISUAL\* DIFFICULTY GROUNDS

Refer to section 9.2 or 9.3 of the “*Instructions for School*”. Complete this form only on behalf of candidates who are eligible in line with the criteria and other conditions of eligibility.

Following consultation with the Visiting Teacher Service, outline the reasons for recommending these accommodations for this candidate.

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### HEARING DIFFICULTY ACCOMMODATIONS

Please indicate the accommodation recommended, having regard for the candidate’s identified level of need, by placing a ✓ in the relevant box(es).

PERSONAL CD PLAYER IN MAIN CENTRE FOR AURAL EXAMINATION(S)

SPECIAL CENTRE FOR AURAL EXAMINATION(S)

MODIFIED AURAL EXAMINATION IN LANGUAGE SUBJECTS (conducted before the written examinations by a SEC appointed examiner)

EXEMPTION FROM THE AURAL COMPONENT OF LANGUAGE SUBJECTS

EXEMPTION FROM THE LISTENING COMPONENT OF THE MUSIC EXAMINATION

SIGN LANGUAGE INTERPRETER

STANDARD ORAL FOR HEARING IMPAIRED

EXEMPTION FROM THE ORAL COMPONENT OF LANGUAGE SUBJECTS

**\*See over for visual difficulty accommodations.**

**Note that, as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.**

# VISUAL DIFFICULTY ACCOMMODATIONS

Please indicate the accommodations recommended, having regard for the candidate's identified level of need, by placing a ✓ in the relevant box(es).

ENLARGED EXAMINATION PAPERS

The enlarged examination papers are requested for the following subject(s)

BRAILLED VERSION OF EXAMINATION PAPER (Please indicate the version required) UEB

The brailled version of examination papers are requested for the following subjects

SEB

MODIFIED VERSION FOR VISUALLY IMPAIRED

The modified version of the examination papers are requested for the following subjects:

THE USE OF LOW VISION AIDS/MAGNIFIERS AND READING LAMPS

READING ASSISTANCE

INDIVIDUAL READER

EXAM READING PEN

WORD PROCESSOR  
(spell check disabled)

COLOUR IDENTIFIER

**Note that, as part of the quality assurance programme, the SEC may consult with the Visiting Teacher Service.**

## SECTION 5. PHYSICAL DIFFICULTY GROUNDS (Including physical, medical, sensory, emotional and behavioural conditions)

Refer to section 9.4 of the "Instructions for School". Complete this form only on behalf of candidates who are eligible in line with the criteria and other conditions of eligibility.

Applications on behalf of candidates with the writing difficulties associated with dyspraxia or dysgraphia may be made on learning difficulty grounds (Section 3) or on physical difficulty grounds (this section) depending on the nature of the candidate's disability. Refer to section 9.4 of the "Instructions for Schools" for further details.

**N.B. Please note that Section 2 must also be completed.**

1. Please provide details of the candidate's difficulties.

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2. Please provide details of how the candidate copes with his/her difficulty in day to day schooling and in-house examinations.

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3. Provide details of evidence of need collected by the school e.g. Medical or other professional reports.

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**Note that, as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.**

Indicate the accommodations recommended, having regard for the candidate's identified level of need, by placing a ✓ in the relevant box(es).

WORD PROCESSOR  
(spell check disabled)

RECORDING DEVICE



**SCRIBE - A SCRIBE SHOULD ONLY BE RECOMMENDED IN THE MOST EXCEPTIONAL CIRCUMSTANCES** as the SEC expects that candidates with writing difficulties will use a Word Processor or a Recording Device. An application for a scribe must include details below of the impediments to the candidate making use of a Word Processor or a Recording Device. It is not acceptable for the candidate to choose not to use either of these aids

WORD PROCESSOR: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECORDING DEVICE: \_\_\_\_\_

\_\_\_\_\_

**Details of any tests of handwriting carried out should be recorded here:**

Speed of Handwriting

Words written
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÷

Time in seconds
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x 60 =

Words per minute

Details of handwriting test administered	Name of test	Date administered

USE OF DRAWING AIDS

USE OF A SHARED SPECIAL CENTRE

## SECTION 6. INDIVIDUAL SPECIAL CENTRE

Candidates approved for reasonable accommodations will be assigned to special centres in line with the general conditions set out in Section 5.5 of the *Instructions for Schools*. The SEC will assign candidates to shared special centres unless the specific accommodation granted warrants an individual special centre or if the candidate has a contagious medical condition. In very exceptional circumstances, the SEC will consider a request from a school to assign a candidate to an individual special centre. If the school authority considers that there are exceptional circumstances which warrant the assignment of this candidate to an individual special centre then the following section should be completed setting out the basis for the request. Absolute discretion on the establishment of special centres rests with the SEC and schools, candidate and parents should be aware that this request may be refused if the SEC does not consider that the request is justified.

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**Note that, as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.**



# LATE APPLICATION FOR REACTIVATION OF ACCOMMODATIONS GRANTED AT JUNIOR CYCLE.

The following accommodations were granted to the above candidate at the Junior Cycle and I hereby apply for their reactivation for the 2020 Leaving Certificate examination. I testify that the conditions which gave rise to the granting of these accommodations still exist and that the candidate is receiving appropriate interventions as part of a continuum of support.

Applications on behalf of candidates with the writing difficulties associated with dyspraxia or dysgraphia may be made on learning difficulty grounds (this section of the form) or on physical difficulty grounds (section 5) depending on the nature of the candidate's difficulties. Refer to section 9.4 of the "Instructions for Schools" for further details.

As part of the quality assurance programme, the SEC may consult with the National Educational Psychological Service.

**Year in which candidate sat the Junior Cycle Examination** (please tick)      2017       2018       2019       Other

## SECTION 7      LEARNING DIFFICULTY GROUNDS

Please indicate the accommodations recommended, having regard for the candidate's identified level of need, by placing a ✓ in the relevant box.

### (a).      READING ACCOMMODATIONS

Reading Assistance       Exam Reading Pen       Individual Reader

### (b).      WRITING ACCOMMODATIONS

**N.B. Please note that it is expected that a candidate granted a Scribe at Junior Cycle should, following interventions at school level during senior cycle, now be proficient in the use of a word processor or recording device.**

EXEMPTION FROM ASPECTS OF SPELLING AND GRAMMATICAL COMPONENTS IN LANGUAGE SUBJECTS

**Please note the following accommodations preclude the assessment of aspects of spelling and grammatical components in language subjects.**

WORD PROCESSOR       RECORDING DEVICE   
(spell check enabled)

**SCRIBE - A SCRIBE SHOULD ONLY BE RECOMMENDED IN THE MOST EXCEPTIONAL CIRCUMSTANCES as the SEC expects that candidates with writing difficulties will use a Word Processor or Recording Device. An application for a scribe must include details below of the impediments to the candidate making use of a Word Processor or a Recording device. It is not acceptable for the candidate to choose not to use either of these aids.**

WORD PROCESSOR: \_\_\_\_\_  
\_\_\_\_\_

RECORDING DEVICE: \_\_\_\_\_  
\_\_\_\_\_

## SECTION 8 HEARING GROUNDS

Please indicate the accommodations recommended, having regard for the candidate's identified level of need, by placing a ✓ in the relevant box(es).

PERSONAL CD PLAYER IN MAIN CENTRE FOR AURAL EXAMINATION(S)	<input type="checkbox"/>
SPECIAL CENTRE FOR AURAL EXAMINATION(S)	<input type="checkbox"/>
MODIFIED AURAL EXAMINATION (conducted before the written examinations by a SEC appointed examiner)	<input type="checkbox"/>
EXEMPTION FROM THE AURAL COMPONENT OF LANGUAGE SUBJECTS	<input type="checkbox"/>
EXEMPTION FROM THE LISTENING COMPONENT OF THE MUSIC EXAMINATION	<input type="checkbox"/>
SIGN LANGUAGE INTERPRETER	<input type="checkbox"/>

## SECTION 9 VISUAL GROUNDS

Please indicate the accommodations recommended, having regard for the candidate's identified level of need, by placing a ✓ in the relevant box(es).

ENLARGED EXAMINATION PAPERS - <b>The enlarged examination papers are requested for the following subject(s)</b>	<input type="checkbox"/>
<hr/>	
BRAILLED VERSION OF EXAMINATION PAPER (please select the required version) <b>The brailled version of examination papers are requested for the following subjects</b>	UEB <input type="checkbox"/>
	SEB <input type="checkbox"/>
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MODIFIED VERSION FOR VISUALLY IMPAIRED <b>The modified version of the examination papers are requested for the following subjects:</b>	<input type="checkbox"/>
<hr/>	
THE USE OF LOW VISION AIDS/MAGNIFIERS AND READING LAMPS	<input type="checkbox"/>
READING ASSISTANCE <input type="checkbox"/>	EXAM READING PEN <input type="checkbox"/>
	INDIVIDUAL READER <input type="checkbox"/>
WORD PROCESSOR (spell check disabled) <input type="checkbox"/>	COLOUR IDENTIFIER <input type="checkbox"/>

## SECTION 10 PHYSICAL GROUNDS (Including physical, medical, sensory, emotional and behavioural conditions)

Applications on behalf of candidates with the writing difficulties associated with dyspraxia or dysgraphia may be made on learning difficulty grounds (Section 7) or on physical difficulty grounds (this section) depending on the nature of the candidate's disability. Refer to section 9.4 the "Instructions for Schools" for further details.

Please indicate the accommodations recommended, having regard for the candidate's identified level of need, by placing a ✓ in the relevant box(es).

WORD PROCESSOR  
(spell check disabled)

RECORDING DEVICE

**SCRIBE - A SCRIBE SHOULD ONLY BE RECOMMENDED IN THE MOST EXCEPTIONAL CIRCUMSTANCES as the SEC expects that candidates with writing difficulties will use a Word Processor or Recording Device. An application for a scribe must include details below of the impediments to the candidate making use of a Word Processor or a Recording device. It is not acceptable for the candidate to choose not to use either of these aids.**

WORD PROCESSOR: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECORDING DEVICE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

USE OF DRAWING AIDS

USE OF A SHARED SPECIAL CENTRE

(in very exceptional circumstances a separate written application may be made for an individual special centre)

## SECTION 11. INDIVIDUAL SPECIAL CENTRE

Candidates approved reasonable accommodations will be assigned to special centres in line with the general conditions set out in Section 5.5 of the *Instructions for Schools*. The SEC will assign candidates to shared special centres unless the specific accommodation granted warrants an individual special centre or if the candidate has a contagious medical condition. In very exceptional circumstances, the SEC will consider a request from a school to assign a candidate to an individual special centre. If the school authority considers that there are exceptional circumstances which warrant the assignment of this candidate to an individual special centre then the following section should be completed setting out the basis for the request. Absolute discretion on the establishment of special centres rests with the SEC and schools, candidates and parents should be aware that this request may be refused if the SEC does not consider that the request is justified.

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## SECTION 12

## APPROVAL

**This form will not be accepted unless signed by the Candidate, Parent/Guardian and Principal,  
(Original signatures only. Forms with a stamped signature will be returned)**

**Incomplete forms will be returned unprocessed.**

### Parental/Candidate Consent

**The attention of Parents/Guardians and Candidates is drawn to the RACE Guide for Students**

I have read the completed RACE application form in full and I consent to:

- (a) This application being made on my behalf under the RACE Scheme
- (b) The accommodation(s) being applied for on my behalf and to the school making all necessary information available to the State Examinations Commission
- (c) The release of this form, and any other relevant information, to personnel of the National Educational Psychological Service and/or the Visiting Teacher Service to assist in decision making
- (d) Audio recording being in operation if I am accommodated in an individual special centre

Signatures

1. Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

2. Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### School Endorsement

I have read and understood the 2020 RACE “Instructions for Schools”. I certify that this candidate is eligible for the accommodations recommended, in line with the *2020 RACE Instructions for Schools*, and that the need for support(s) recommended by me has been established in line with these Instructions. I understand that the SEC has the right to review the evidence and information in support of any and all applications. I understand that the SEC has the right to refuse this application if candidate is ineligible and/or is deemed not to have been properly assessed.

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date

### Data Protection

The State Examinations Commission (SEC) is registered data controller with the Office of the Data Protection Commissioner. The personal information provided in this application form shall be processed in accordance with the provisions of the Data Protection Acts and solely processed for the purpose of administering the application.

The personal information will not be disclosed to any external third party without the consent of the candidate or his/her parents/guardians except as indicated throughout this form or where necessary to comply with statutory requirement or where an organisation is acting on our behalf.

A candidate has the right to request access to his/her personal data as well as the right to rectify and, where applicable, erase any inaccurate, incomplete or immaterial personal data processed by the SEC.