



Application for Appointment as an Examiner (Written) – 2025

1. Position(s) being applied for

Please list, in order of preference, the examinations, subjects and levels that you wish to be considered for.

| Examination (JC, LC, LCA, LCVP) | Subject | Level(s) |
|---------------------------------|---------|----------|
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If you are including Junior Cycle Gaeilge on the above list, please specify T1 or T2. If applying for both, use two rows.

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 PRSI class

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. If not currently teaching, include the date you last taught in a second-level school.

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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 2025. (If none, write "none".)

| Full name | School | Date of birth | Examination (JC, LC, LCA) |
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3. Qualifications

| | Primary degree | Main teaching qualification | Other | Other |
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| Name of institution | | | | |
| Title of degree | | | | |
| Year obtained | | | | |
| Classification (1, 2.1, 2.2, pass, etc.) | | | | |
| Final 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 (Common, Higher, Ordinary, Foundation, or mixed) | Number of years' experience | Includes experience teaching exam-year classes? (Y/N) |
|---------|---|-----------------------------|---|
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Experience teaching Senior-Cycle classes

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

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

7. Terms and conditions

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.
- 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.
- Travelling expenses and subsistence allowances will be paid in accordance with Department of Finance regulations.
- All payments to you will be made through Paypath, an electronic money transfer system.
- See the website secexaminer.ie for further information on conference dates and venues, fees, travel and subsistence allowances, IT requirements for online marking, etc.
- 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.

8. 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, 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

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 **Examiners Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath** to reach us not later than **28 February 2025**. Postage must be paid. We will continue to accept applications after this closing date, but late applications will only be considered if vacancies remain after offers of appointment have been made to all suitable applicants whose applications were received before the closing date. 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. Appointments will be issued on an ongoing basis until mid-July.

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/.