

**STATE EXAMINATIONS COMMISSION**

**B.T. 1 / M.L.1**

**LEAVING CERTIFICATE EXAMINATION 2022 ORAL TESTS**

1. Indicate below, **in order of preference** (1,2,3 etc.), the subject/s in which you wish to be considered for appointment.

French	German	Spanish	Italian	Russian	Japanese
Portuguese	Lithuanian	Mandarin Chinese	Polish		

Attach  
Photo  
  
Compulsory

**P.P.S. NUMBER - CURRENT**

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**Previous P.P.S. NUMBER, if any**

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Surname (Block Letters) \_\_\_\_\_ Home Address \_\_\_\_\_

First Name(s) \_\_\_\_\_

If you have previously used another surname, \_\_\_\_\_ Eircode: \_\_\_\_\_

please state it: \_\_\_\_\_ Nearest Town & Distance \_\_\_\_\_

E-Mail \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Mobile \_\_\_\_\_ Phone (School) \_\_\_\_\_

**Teaching Council Number** \*See Notes 

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**Renewal Date** \_\_\_\_\_

Have you ever been interviewed in connection with a position as an Examiner at the oral tests? Yes  No  Year  Subject   
If so, state which year and the subject.

With regard to Modern Languages, are you competent and **willing** to examine in an **all-Irish school**, i.e. conduct the briefing session and interact with school authorities through Irish? Yes  No

**Current School Roll No.** \_\_\_\_\_

**Teaching Experience** (Include Present School) (Please specify hours in **each** language)

1. Name of Present School	Capacity (PWT, TWT, EPT, PT)	Date you commenced teaching in this school, e.g. Sept 2008	Hours of teaching per week in each language(s) applied for
2. Names of Previous Schools (most recent)	Capacity (PWT, TWT, EPT, PT)	Give dates, e.g. 1997– 2006 or Jan. to March 2010, etc.	Hours of teaching per week in each language(s) applied for

Do you have **the use of a car** if appointed as examiner? Yes  No

Have you an **immediate relative** doing the Junior or Leaving Certificate Examination in 2022? Yes  No   
If yes, give full details below:

Full name	School Name & Address	Date of Birth	Examination	Relationship to you

Are you retired? Yes  No  Year  Are you in receipt of Disability Pension? Yes  No

Did you avail of the Early Retirement Scheme for Teachers? Yes  No

If yes, under which strand did you retire? Strand 1  Strand 2  Strand 3

Previous experience as Examiner in State Examinations: Please indicate years			
Oral Examination	Written Examination	Languages	Level (Higher/Ord/Found/Common), if applicable

**2. University degree(s) and other teaching qualifications**

Qualification	Name of University	Degree obtained	Year	Final subjects at Degree Level	Hons./Gen.	Grade of Hons.
Primary Degree						
Other Degree(s)						
Diploma(s)						

**3.(a) Language classes being taught by you in **current** school year: Please indicate level(s) and tick appropriate language box(es)**

	Year	Level (H/O/F)	Irish	French	German	Spanish	Italian	Russian	Japanese
Junior Cert	1								
	2								
	3								
	(TY)								
Leaving Cert Established	1 (5 <sup>th</sup> )								
	2 (6 <sup>th</sup> )								

**(b) Leaving Cert language classes that have been taught by you in the past: Please give details**

Language(s)	Level (Hons/Ord/Foundation)	Indicate no of years teaching LC classes	Dates (e.g. Jan. '01– Dec.'07)

**4. (a) Details of recent language in-service course(s) attended, including dates**

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**(b) Period(s) of residence in the country of the target language(s) /in An Ghaeltacht**

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5. Were you appointed as Examiner to mark Leaving Certificate Oral Test recordings in 2021?  Yes  No

**Certification by applicant**

I hereby declare that the information I have given is correct and that I will notify the SEC of any changes to it. I consent to the SEC processing my personal data as required for the purpose of this application and in the course of any subsequent appointment. I acknowledge that the SEC reserves the right to verify the information provided including my qualifications. I understand that I must not divulge information in relation to candidates' performance to other than the SEC.

Signed ..... Date .....

**N.B. All sections of the form must be completed. Incomplete forms will be returned for completion before any appointment can be made.**

**CERTIFICATION TO BE SIGNED BY MANAGER/PRINCIPAL/C.E.O. (Only applies in the case of serving teachers)**

I hereby certify that I am satisfied to release this applicant from school duties to enable him/her to attend a training conference and to examine candidates on 7 and 8 April (if required) for the Leaving Certificate oral \_\_\_\_\_ examination 2022.

Note: The SEC will approve use of the contingency days (7/8 April) only in very limited circumstances.

Signature of Principal /Manager/C.E.O: .....

Date.....

Stamp of school or ETB as appropriate

## Leaving Certificate Oral Examiner 2022

### NOTES FOR THE INFORMATION OF APPLICANTS INCLUDING CONDITIONS OF APPOINTMENT

1. This is a new application – please read **all** the notes and complete form in full.
2. A passport sized photograph must be attached to the application form as requested.
3. All applicants **must** be registered with the Teaching Council – see hereunder.

#### **Teaching Council Registration**

*It is now mandatory that all those undertaking the position of Oral/Practical Examiner for the 2022 examinations and subsequent years are registered on the Register of Teachers maintained by the Teaching Council in order to comply with The National Vetting Bureau (Children and Vulnerable Persons) Act 2012.*

#### **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.***

#### **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 February 2022*

#### **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. 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.*

4. The 2022 Leaving Certificate Oral tests in Irish, French, German, Italian, Spanish, Japanese, Russian, Lithuanian, Mandarin Chinese, Polish and Portuguese will be held over a six-day period from Saturday 9<sup>th</sup> April to Thursday 14<sup>th</sup> April 2022. There may also be a requirement for examiners to be available to examine candidates on 7<sup>th</sup> and 8<sup>th</sup> April 2022
5. Appointment to the position of Examiner for the Leaving Certificate oral tests will be regarded as a contract of service. Examiners will be required to give their full time to the work over the period of appointment.
6. All examiners will be required to attend for the full duration of a marking conference before the commencement of examining. Due to public health concerns, conferences will be held virtually and examiners will be required to have access to a PC or Laptop and must have an adequate broadband connection.
7. Appointment as examiner in any given year does not confer the right to appointment in subsequent years.
8. In line with the terms of Building Momentum- A New Public Service Agreement 2021-2022, the SEC will be applying the relevant increases to contract staff remuneration in 2022.
9. It is intended to issue oral examiner appointments in February 2022.
10. All examiners are required to provide their mobile phone number and current email address as we may need to contact you prior to or during the Leaving Certificate oral tests.
11. Travelling expenses and subsistence allowances will be paid in accordance with Department of Finance regulations. Further information will be available on the *Information for Contract Staff* Section of [www.examinations.ie](http://www.examinations.ie).
12. All payments on foot of this appointment will be made through an electronic money transfer system (i.e. Paypath). We will collect your bank details at a later stage. It is not possible to arrange payment other than to a bank account, therefore acceptance of payment to a bank account is a condition of employment.
13. If you fail to comply fully with the SEC's Instructions or if you act in a way which jeopardises the security or integrity of the examinations or if you act in a way which jeopardises the performance of the candidates, you are liable to be dismissed and you may also be refused any future appointment. If you are dismissed, you shall have no claim whatsoever against the SEC for remuneration or expenses.
14. Applicants should note that all applications will be considered fairly and impartially by the State Examinations Commission. Applicants giving incorrect information will be disqualified. Canvassing will lead to the application being disqualified.

15. The following persons are not eligible for appointment or to undertake examining duties:
- (a) Unregistered teachers (i.e. those not registered with the Teaching Council)
  - (b) Teachers who have taken early retirement under Strand 1 of the Early Retirement Scheme for teachers.
  - (c) Teachers who are on paid Statutory Maternity Leave at the time of Conferences or during the Examining period.
  - (d) Teachers who are on paid/unpaid sick leave
  - (e) Teachers who are on Suspension/Administration Leave.
  - (f) Teachers in receipt of disability pension. \*
- \* 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) 644 2864/2752 or in the Recruitment Section of [www.examinations.ie](http://www.examinations.ie).
16. 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 (see note 15) which would render you ineligible for appointment, you must notify the SEC immediately.
17. 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.
18. The completed application form should be addressed to "Orals Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath, N37 TP65". It should reach the Commission not later than **28<sup>th</sup> January, 2022**. Applications will continue to be accepted after the closing date. However 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. Claims of postal loss or delay must be supported by a certificate of postage. Postage must be paid on all applications.

**Or**

Alternatively, a signed scanned copy of the application form can be sent by e-mail to [orals@examinations.ie](mailto:orals@examinations.ie)

19. **Data Protection:** The State Examinations Commission (SEC) is a registered data controller with the Office of the Data Protection Commissioner. *The Personal data provided by you in this application form will be processed in accordance with the provisions of the Data Protection Acts.*

*The SEC will process this data for the purposes of the administration of your application to a contract staff position with the SEC. If we appoint you to the role, we will process your personal data in the administration of your contract with the SEC. This includes administering your assigned role and duties in respect of the state examinations [including, as appropriate, making arrangements for; the development of test instruments, the organization and delivery of the examinations; the marking of work presented by Candidates; etc]. We will also use this data in order to make payments to you in respect of your contract. We will also retain your details and may use these details to contact you to advise you of recruitment opportunities with the State Examinations Commission. Details on the State Examinations Commission Data Protection Notice can be located on our website <https://www.examinations.ie/data-protection/>.*

20. Irish versions of the Application Form and Notes are available on request.

***CANDIDATE ACCESS TO ORAL/PRACTICAL MARKS – NEW FROM 2019***

*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.*