

State Examination Commission
Appointment Procedures
Salesian Secondary College, Pallaskenry, Co. Limerick.

The Board of Management wish to bring the following to the attention of all staff:

Over the last 4 years, the school has seen a large increase in the number of teachers applying to the SEC for appointment as Examiner & Monitor to Practical's / Practical Coursework / Examiner at Oral Tests / Project Examination etc.

While the Board recognises the benefits of having staff involved in State Examination work, it is also mindful that the welfare and educational needs of the pupils take precedence over all other considerations and absences should be kept to a minimum to avoid disruption to the teaching duties and to guarantee continuity of teaching and learning for all pupils.

Therefore, the Board will consider applications for State Examination work under the following conditions;

1. No more than 1 teacher per Department at any one time.
2. No more than 2 teachers across the school at any one time.
3. All applications for Oral/Practical/Examiner work for the SEC examinations must be made in writing to the Board of Management not later than the 1st Monday of December of each academic year.
4. No teacher should consider that leave to participate in the State Examinations during school time has been granted until such leave has been ratified by the Board of Management.
5. Teachers granted such leave must leave appropriate work for all of their classes and/or organise with any substitute teacher to have appropriate work covered.
6. Should a teacher be granted leave to undertake Oral/Practical/Examiner work for the SEC and where this work coincides with any School House Exams, the teacher is responsible for ensuring all exams are available for their classes.
7. In the event that a number of applications exceed the number of agreed places, a lottery system will be used and rotation thereafter.

Signed: _____

Principal

Chairperson of the
Board of Management

Date: _____

Date: _____

