



Coimisiún na Scrúduithe Stáit
State Examinations Commission



CERTIFICATE EXAMINATIONS

General Instructions to Superintendents

Tel: **090 644 2700**

Cornamaddy, Athlone, Co. Westmeath, N37 TP65

Tá leagan Gaeilge den leabhrán seo ar fail é a iarraidh

CONTACTING THE SEC

SEC Contact Details

During the course of the State Examinations you may need to contact the SEC for example to request additional examination papers or stationery or to report any matter of concern regarding the running of the examinations. The contact details for these matters are as follows:

General Enquiries	Phone (090) 644 2892
Shortage of examination papers	Phone (090) 644 2759
Shortage of stationery	Phone (090) 644 2702

Unforeseen Absence/Change of Details

The SEC will contact you using the details supplied on your application form. If there is any change in your contact details, you must notify us of your revised details immediately to: (090) 644 2792 / 2790 / 2892

This is essential to ensure that the State Examinations Commission can make immediate contact with you, should the need arise, throughout the period of the examinations.

Emergency Number – (not to be used for general enquiries)

If the event of an emergency where something happens during the examinations which may threaten the integrity of the State Examinations or in the unlikely event that you discover a packet of examination papers in your box for an examination outside of the relevant distribution and examination timeline, you should contact the SEC immediately for further instructions on

1800 283 071

(for ease of reference it is recommended that you store this number in your mobile phone).

Contacting You:

The easiest and most convenient means of contact with you at short notice is by SMS text message. Therefore, it is essential that your Mobile Phone is only switched off during each examination session and switched on at all other times.

You should get into the habit of checking your mobile phone between examination sessions and before you leave the examination centre each day.

Contents

Golden Rules for Superintendents	5
Leaving Certificate Examination	6
Timetable 2026	6
Leaving Certificate Applied Examination	7
Written Timetable 2026	7
Junior Cycle Examination	8
Timetable 2026	8
Key Information For Superintendents	9
Introduction	9
Key Changes for 2026	9
– Additional Time 2026	9
– Coursework	11
– Online Marking - New Subjects 2026	11
Collection of Examination Papers on Tuesday 02 June 2026 from Distribution Centre	12
Collection of Examination Papers on Sunday 14 June 2026 from Distribution Hub	12
Section 1 – Collecting And Checking The Examination Papers	13
Step 1. Information On The Contents Of The Box	14
Step 2. Sort the Examination Paper packets in Timetable Order	15
Step 3. Check the Contents of the box	15
Step 4. Repack the Box	16
Step 5. Complete the Superintendents Validation Form	16
Section 2 – Securing The Examination Papers	18
1. Contact the School	18
2. Bring the Box of Examination Papers to the Secure Location	18
Section 3 – Arrival At The School/Centre	19
1. Meet the School Representative and Confirm Arrangements	19
2. Checking the Stationery	19
3. Centre Stamp	22
4. Preparing the Examination Centre	22
5. Aural and Audio Visual Tests	23
6. Special Centres	24
7. Attendants	24
Section 4 – Absences And Guidance In Preparation For Examination	25
Reporting Candidate Absences from Examinations	25
Section 5 – Validation, Opening And Distribution Of Examination Papers And Answerbooks	27
1. Role of Partner Superintendent and Validation of the Examination Paper Packets	27
2. Opening the Packets of Examination Papers	28
3. Distribution of the Examination Papers	29
4. Junior Cycle – Requests to change subject level	31
5. Distribution of Answerbooks	31
6. Special Centres (Leaving Certificate/ LCA)	33
7. Candidates completing their work on word processors for the 2026 examinations:	33
8. Returning non-standard scripts	34
Section 6 – Online Marking	35
Section 7 – Admission Of External Candidates For The Leaving Certificate	37
Section 8 – Making Announcements In Irish	38
Section 9 – Guidelines For Conducting The Examination	38
Section 10 – Stationery Requirements	40

Section 11 – Shortage Of Examination Papers	41
Section 12 – Use Of Formulae And Tables Booklets, Drawing Instruments, Electronic Calculators, Geography Aids, Bilingual Dictionaries	42
1. Formulae and Tables Booklets	42
2. Mathematical Drawing Instruments	42
3. Electronic Calculators	42
4. Geography Aids	43
5. Bilingual Dictionaries	43
Section 13 – Termination Of An Examination Session	43
Section 14 – Instructions For Completion Of Centre Roll	45
Section 15 – Instructions For Completion Of Advice List	47
Common Errors	48
Completion of Advice Lists	49
Dates for Return of Advice Lists	50
Section 16 – Transmission Of Answerbooks To The SEC	51
Envelopes for returning scripts to the SEC	51
Posting of Packets of Answerbooks	53
Section 17 – Termination Of Examinations At A Centre	54
1. Closing the Centre	54
2. Completion of Final Report	54
3. Reasons why a Centre might close	55
4. Return of Boxes and Documents	55
Section 18 – Breach Of Regulations Procedure To Be Followed	57
Section 19 – Candidates Who Need Reasonable Accommodations	59
1. General	59
2. Emergencies	59
3. For your information: Accommodations That Can Be Approved By School Authorities	60
4. Accommodating Candidates With Reasonable Accommodations	61
5. Audio Recording Of Individual Special Examination Centres	62
Section 20 – Claiming Payment For Your Work	63
Section 21 – Dignity In The Workplace	66
Dignity in the Workplace; Anti-Bullying and Anti-Harassment Policy	66
Section 22 – Protected Disclosures Procedures	67
Section 23 – Child Safeguarding	68
Appendix 1 – Duties Of The Attendant	69
Appendix 2 – Education Act 1998	70
Appendix 3 – Extract From The Rules And Programme For Secondary Schools	71
Appendix 4 – 2026 Check List For Superintendents Envelopes	75
Appendix 5 – 2026 Check List For Superintendent’s Stationery Box	76
Appendix 6 – Instructions On Use Of Bar Code Labels	77
Appendix 7 – Emergency Evacuation Procedures For Examination Centres	79
Appendix 8 – Form BORR01	80
Appendix 9 – Form ROAR01	82
Appendix 10 – WP - Word Processing Forms	83
Appendix 11 – Use Of Hand Truck	87

Golden Rules for Superintendents

Follow all instructions

- ▶ Before the examinations commence read thoroughly the detailed instructions about all aspects of conducting the examinations in the General Instructions to Superintendents and Day-to-Day Instructions to Superintendents. Make sure you understand them and follow them closely as the examinations proceed.
- ▶ Watch the Training presentation. New superintendents or those that are returning to superintending after a number of years are also required to attend a training session when collecting your examination papers.

Check the box of examination papers

- ▶ On collecting the box of examination papers, in the distribution centre the day before the examinations commence, your first task is to check that the box contains all of the examination papers that you require for the duration of the examinations in your centre.
- ▶ Superintendents who have to collect on the second day at the distribution hub will be required to meet their Partner Superintendent at the school in order to carry out a check on the examination papers.
- ▶ If you do not have all of the examination papers that you need or if the box contains surplus material notify the SEC staff straight away.

Guard the examination papers

- ▶ The only secure location for the box of examination papers is the one that has been arranged by the SEC.
- ▶ From the time that you collect the box of examination papers, from the distribution centre or hub, to the time that you leave the box at the secure storage location the box should never be left unattended, this includes not being left unattended in a locked vehicle.

Prepare your examination centre

- ▶ Visit the examination centre the day before the examinations commence to ensure that the centre has been laid out according to the rules.
- ▶ Display all of the required notices in the centre and remove any educational material that could be used by candidates.
- ▶ Check the contents of the stationery box to make sure that you have all of the material that you need for the duration of the examinations in your centre.
- ▶ Contact the SEC in the event of any shortage.

Contact your Partner Superintendent

- ▶ In order to cross check the examination papers before each examination session starts you are required to engage with your Partner Superintendent(s) who will be from another centre(s). You should make contact with your Partner Superintendent at the earliest opportunity.
- ▶ Before the examinations commence you should also liaise with the school authorities to establish the alternative arrangements for cross-checking the examination paper packets in the event that your Partner Superintendent is not available.

Make sure that you open and distribute the correct examination papers for the session

- ▶ You and your Partner Superintendent must cross-check the label on the examination paper packet against the timetable and the Day-to-Day Instructions to ensure that you have the correct packet(s) of examination papers for the examination session about to commence.
- ▶ Do not open the packet(s) of examination papers until you are in the centre.
- ▶ When you have opened the examination papers do not distribute them to candidates before checking that each individual paper in the packet(s) is the right one for the session.
- ▶ Distribute the examination papers to candidates face-up.
- ▶ Contact the SEC immediately if you believe that you have made any error in opening or giving out the examination papers.

Don't Rush. Better to start late than make a mistake

- ▶ Give yourself enough time to get organised for each examination.
- ▶ Allow enough time to collect your papers (there could be a delay as there will be other people there collecting their papers also), validate them with your Partner Superintendent and arrive in your centre in plenty of time.
- ▶ If you do get delayed for any reason it is better to start an examination late and make up the time at the end rather than rush and make a mistake.

Be vigilant and apply the rules fairly

- ▶ Give your entire attention to superintending the examination. Do not bring anything into the centre that might distract you from this task.
- ▶ While you are required to strictly supervise your centre you should also take care to not hinder candidates in their examination work.
- ▶ Incidences of rule violation or suspected rule violation should be dealt with promptly in accordance with the set procedures. In all cases candidates in violation, or suspected violation, of rules should be allowed to continue with their examinations except where the candidate's behaviour jeopardises the successful conduct of the examination.

Maintain safe custody of candidates' examination work

- ▶ Candidates are depending on you to ensure that all of the work that they have done in the examination is returned for marking so that they get the result that they deserve. You must arrange for all work presented by candidates to be returned to the SEC in an orderly and timely fashion.
- ▶ If you are not able to return candidates' work to the SEC at the end of each examination you should arrange for safe custody of the material until you have the opportunity to return the material.

Report mistakes immediately

- ▶ Report any problems to the State Examinations Commission - in the Distribution Centre to the staff that are on hand or otherwise by phoning the numbers provided below.

**General Enquiries (090) 644 2895 • Shortage of Examination Papers (090) 644 2759
Stationery (090) 644 2702 • Emergencies 1800 283 071**

Leaving Certificate Examination

Timetable 2026

Each candidate should note carefully the dates and hours, as fixed on this official timetable, for the examinations in the subjects in which he/she intends to present himself/herself. The Commission will not be responsible for any errors which may occur in the reproduction of this timetable by outside agencies. Candidates are required to be in attendance at least half an hour before the examination begins in the subject in which they first present themselves.

There will be a 20 minute break between the written examination and the aural examination instead of 10 minutes as scheduled. This is to facilitate all examination centres commencing the aural examination at the same time. This applies to French; Spanish; German; Italian; Russian; Japanese; Polish; Lithuanian; Romanian and Mandarin Chinese

JUNE	SUBJECT	TIME
H = Higher Level O = Ordinary Level F = Foundation Level		
WEDNESDAY 3	English, Paper 1 - H & O	9.30 – 12.20
	Home Economics, Scientific and Social - H & O	2.00 – 4.30
THURSDAY 4	Engineering - O Engineering - H	9.30 – 12.00 9.30 – 12.30
	English, Paper 2 - H & O	2.00 – 5.20
FRIDAY 5	Geography - H & O	9.30 – 12.20
	Mathematics, Paper 1 - H & O Mathematics - F	2.00 – 4.30 2.00 – 4.30
MONDAY 8	Mathematics, Paper 2 - H & O	9.30 – 12.00
	Irish Paper 1 - H (incl aural) Irish Paper 1 - O (incl aural) Irish - F (incl aural)	2.00 – 4.20 2.00 – 3.50 2.00 – 4.20
TUESDAY 9	Irish, Paper 2 - O Irish, Paper 2 - H	9.30 – 11.50 9.30 – 12.35
	Biology - H & O	2.00 – 5.00
WEDNESDAY 10	French - H & O - Written - Aural	9.30 – 12.00 12.10 – 12.50
	History - H & O	2.00 – 4.50
THURSDAY 11	Business - O Business - H	9.30 – 12.00 9.30 – 12.30
	Construction Studies - O Construction Studies - H	2.00 – 4.30 2.00 – 5.00
FRIDAY 12	German - H & O - Written - Aural	9.30 – 12.00 12.10 – 12.50
	Art, Visual Studies - H & O	2.00 – 4.30
MONDAY 15	Polish, Lithuanian, Portuguese and Mandarin Chinese - H&O - Written - Aural	9.30 – 12.00 12.10 – 12.50
	Hebrew Studies, Ancient Greek and Non Curricular Languages (see Note 2)	9.30 – 12.30
TUESDAY 16	Agricultural Science - H & O	2.00 – 4.30
	Spanish - H & O - Written - Aural	9.30 – 12.00 12.10 – 12.50
WEDNESDAY 17	Chemistry - H & O	2.00 – 5.00
	Physics - H & O Physics and Chemistry - H & O	9.30 – 12.30 9.30 – 12.30
THURSDAY 18	Accounting - H & O	2.00 – 5.00
	Design and Communication Graphics - H & O	9.30 – 12.30
FRIDAY 19	Music - Listening (Core) - H & O Music Composing - H & O Music - Listening (Elective) - H	1.30 – 3.00 3.15 – 4.45 5.00 – 5.45
	Economics - H & O Physical Education - H & O	9.30 – 12.00 2.00 – 4.30
MONDAY 22	Italian - H & O - Written - Aural Russian - H & O - Written - Aural	9.30 – 12.00 12.10 – 12.50 9.30 – 12.00 12.10 – 12.50
	Classical Studies - H & O Latin - H & O Technology - O Technology - H	2.00 – 4.30 2.00 – 5.00 2.00 – 4.00 2.00 – 4.30
TUESDAY 23	Japanese - H & O - Written - Aural Politics & Society - H & O Arabic - H & O	9.30 – 12.00 12.10 – 12.50 9.30 – 12.00 9.30 – 12.30
	Religious Education - O Religious Education - H Applied Mathematics - H & O	2.00 – 4.00 2.00 – 4.30 2.00 – 4.30

Notes

- The examination sessions highlighted in red include 20 minutes over and above the time traditionally allocated for the papers concerned.
- Leaving Certificate Examinations in Hebrew Studies, Ancient Greek and in the Non-Curricular Languages listed below will be held on **Monday 15 June from 9.30am to 12.30pm.**

Non-Curricular Leaving Certificate Examinations:				Bulgarian	Croatian	Czech	Danish	Dutch	Estonian
Finnish	Hungarian	Latvian	Maltese	Modern Greek	Romanian	Slovakian	Slovenian	Swedish	Ukrainian

- Examinations based on the curricular specifications for; Lithuanian; Mandarin Chinese; Polish and Portuguese will be held on Monday 15 June.
- There are also final examinations in Computer Science and Leaving Certificate Vocational Programme – Link Modules – which will be held in April/May with dates to be announced separately.

Leaving Certificate Applied Examination

Written Timetable 2026

Each candidate should note carefully the dates and hours, as fixed on this official timetable, for the examinations in the subjects in which he/she intends to present himself/herself. The Commission will not be responsible for any errors which may occur in the reproduction of this timetable by outside agencies.

Candidates are required to be in attendance at least half an hour before the examination begins in the subject in which they first present themselves.

JUNE	TIME	SUBJECT
WEDNESDAY 3	9.45 – 11.45	English & Communication
	----- 2.00 – 4.00	Social Education
THURSDAY 4	9.30 – 10.30	Gaeilge Chumarsáideach
	9.30 – 12.30	Sign Language (see Note 1)
	----- 2.00 – 4.30	Sign Language (see Note 1)
	2.00 – 3.00	French / German / Spanish / Italian
FRIDAY 5	9.30 – 11.30	Mathematical Applications
	----- 2.00 – 3.30	Hotel Catering & Tourism
MONDAY 8	9.30 – 11.00	Engineering
	----- 2.00 – 3.30	Child Care / Community Care
TUESDAY 9	9.30 – 11.00	Graphics & Construction Studies
	11.30 – 1.00	Hair & Beauty
	----- 2.30 – 4.00	Office Administration & Customer Care
WEDNESDAY 10	9.30 – 11.00	Agriculture / Horticulture
	----- 2.00 – 4.00	Technology
THURSDAY 11	9.30 – 11.00	Active Leisure Studies
	----- 2.00 – 3.30	Craft & Design

NOTES:

1. LCA Sign Language examination is timetabled for 9.30 – 12.30 & 2.00 – 4.30. A candidate specific schedule, for a 30 minute individual assessment, will be drawn up for each centre.

Junior Cycle Examination

Timetable 2026

Each candidate should note carefully the dates and hours, as fixed on this official timetable, for the examinations in the subjects in which he/she intends to present himself/herself.

The Commission will not be responsible for any errors which may occur in the reproduction of this timetable by outside agencies. Candidates are required to be in attendance at least half an hour before the examination begins in the subject in which they first present themselves.

The start time for all Junior Cycle afternoon examinations is 1.30p.m.

JUNE	SUBJECT		TIME
	H = Higher Level O = Ordinary Level C = Common Level		
WEDNESDAY 3	English	- H & O	9.30 – 11.30
	Religious Education	- Common Level	1.30 – 3.30
THURSDAY 4	Irish T1	- H & O (incl aural)	9.30 – 11.30
	Irish T2	- H & O (incl aural)	9.30 – 11.30
	Geography	- Common Level	1.30 – 3.30
FRIDAY 5	History	- Common Level	9.30 – 11.30
	Mathematics	- H & O	1.30 – 3.30
MONDAY 8	Science	- Common Level	9.30 – 11.30
	Business Studies	- Common Level	1.30 – 3.30
TUESDAY 9	Graphics	- Common Level	9.30 – 11.30
	Italian (incl aural)	- Common Level	9.30 – 11.30
	French (incl aural)	- Common Level	1.30 – 3.30
WEDNESDAY 10	Home Economics	- Common Level	9.30 – 11.00
	Spanish (incl aural)	- Common Level	1.30 – 3.30
THURSDAY 11	German (incl aural)	- Common Level	9.30 – 11.30
	Wood Technology	- Common Level	1.30 – 3.00
FRIDAY 12	Jewish Studies	- Common Level	9.30 – 11.30
	Music	- Common Level	9.30 – 11.00
	Engineering	- Common Level	1.30 – 3.00
	Classics	- Common Level	1.30 – 3.30
MONDAY 15	Applied Technology	- Common Level	9.30 – 11.00

Key Information For Superintendents

Introduction

As Superintendent, you have the responsibility for running the state examinations in your assigned centre and managing the safe custody of the examination papers and examination scripts.

There should be open lines of communication between you, the school and the SEC.

Please be advised that the SEC may routinely communicate with you by text message during the course of the examinations. On arrival at the school please provide your mobile number to the school authority. You should also request an emergency contact number for a member of the school management team for out of hours contact.

For 2026, the SEC has prepared an online training presentation for all Superintendents in respect of the examinations.

Key Changes for 2026

Additional Time 2026

Under the RACE Scheme, the SEC is implementing an interim scheme of additional time for eligible candidates sitting Junior Cycle, Leaving Certificate and Leaving Certificate Applied examinations. Candidates already eligible for certain reasonable accommodations in the written examinations will have an extra ten minutes per written examination paper in all subjects. The qualifying accommodations are those featuring a direct intervention (e.g. word processor, reading assistance, spelling and grammar waiver, etc.). There are other arrangements for additional time under the RACE Scheme – candidates using a scribe have an additional 10 minutes per hour; candidates who are vision impaired have an additional 15 minutes per hour. Candidates may not have additional time under more than one of these arrangements.

Key Impacts of Interim Additional Time Arrangements (10 minutes) on the Delivery of the Examinations

All main centre superintendents must familiarise themselves with the changes to additional time arrangements this year. The degree to which this will impact on your centre depends on whether you are assigned to a Leaving Certificate/Leaving Certificate Applied centre or to a Junior Cycle centre. The main features of this change in Leaving Certificate/Leaving Certificate Applied centres are:

- ▶ An increase in the numbers of candidates sitting their examinations in special examination centres
- ▶ A need to make additional provision for the distribution of papers and collection of scripts for special examination centres
- ▶ Later finish times in special examination centres which will need to be accommodated in the arrangements for the return of scripts.
- ▶ A change to the published timetable for the Aural examinations in the Modern Foreign Languages with all tests to commence at 12.20 pm (not 12.10 as in the published timetable.)

The main features of this change in Junior Cycle centres are:

- ▶ A need to be aware that some candidates in the main centre will have an additional ten minutes for their examinations
- ▶ A need to be aware of who those candidates are and where they are located in the centre
- ▶ A need to arrange for the finish time of the examinations for those without additional time and those with additional time to be conducted with the least possible disruption.

Further details of the specific arrangements are provided overleaf for your attention.

Leaving Certificate and Leaving Certificate Applied Centres

- ▶ All candidates must be assigned to a main examination centre for the purposes of being provided with examination papers and stationery and for the return of scripts. Some of these candidates will not sit their examinations in the main centre but in a special examination centre.
- ▶ Leaving Certificate and Leaving Certificate Applied candidates availing of the interim additional time arrangements must sit their examinations in a special examination centre.
- ▶ Schools have placed candidates eligible for additional time in existing special centres or/and have set up an additional time special centre.
- ▶ You have been provided with details of candidates due to sit in the main centre and those due to sit in special examination centres. You should make arrangements for the distribution of examination papers, and stationery and for the return of scripts as set out in Section 5 of these General Instructions for candidates in the main centre and those in special centres as appropriate.
- ▶ Leaving Certificate and Leaving Certificate Applied candidates may not remain in the main centre and avail of the interim additional time arrangements.
- ▶ The measure applies at the level of the examination paper so two paper examinations will have ten minutes additional time in paper 1 and in paper 2.

Leaving Certificate Aural Examinations

- ▶ In an examination with a written examination and a separate aural or listening test, ten minutes additional time will apply to the written component and not to the aural/listening test.
- ▶ It also does not apply in Music Listening (Core or Elective) examinations.
- ▶ For each of the following Leaving Certificate subjects the aural examination will start at 12:20 pm and finish at 1:00 pm. This applies to: French, German, Spanish, Italian, Russian, Japanese, Polish, Lithuanian, Portuguese, and Mandarin Chinese. This is a change to the published timetable, introduced to accommodate the interim arrangements for the provision of additional time. This change ensures that all of these aural examinations start at the same time.

Junior Cycle Centres

- ▶ Junior Cycle candidates granted an additional 10 minutes per examination are to remain in the main examination centre for all of their examinations. There will be other candidates who are sitting their examinations in special examination centres due to other accommodations being provided to them under the RACE Scheme.
- ▶ You have been provided with details of candidates due to sit in the main centre and those due to sit in special examination centres. You will also be notified of those in the main centre who have been granted additional time. These candidates are identified with an asterisk on the centre roll.
- ▶ To manage time in Junior Cycle examination centres you will give 3 time warnings/ announcements during an examination session as follows;
 - Give a warning with 5 minutes left in the examination (as timetabled).
 - At the timetabled finish time of the examination inform candidates that normal examination time is up and ask those not in receipt of extra time to put up their hands so that you can collect their scripts. Candidates must exit the centre quietly.
 - Allow an additional ten minutes following the timetabled finish time of the examinations for candidates eligible for additional time.
 - After the additional 10 minutes has elapsed inform candidates that the examination is over and they must stop writing.

All other aspects of time management must be adhered to as normal i.e. rules in relation to late admissions; no candidate allowed to leave before the first 30 minutes or within the final 10 minutes. See Section 9 of these General Instructions.

Detailed instructions are also outlined in the Day to Day Instructions document that you have received. You must familiarise yourself with all of these instructions.

Evaluation

The SEC will evaluate the interim additional time arrangements in engagement with candidates, school authorities, main and special centre superintendents, and stakeholders following the 2026 examination process. Details of the evaluation process will issue in due course.

Coursework

The coursework for Leaving Certificate subjects; Agricultural Science, Economics, Physical Education, Computer Science, Classical Studies, Politics and Society, Applied Maths, History, Geography and Religious Education has been submitted digitally through the Schools Portal.

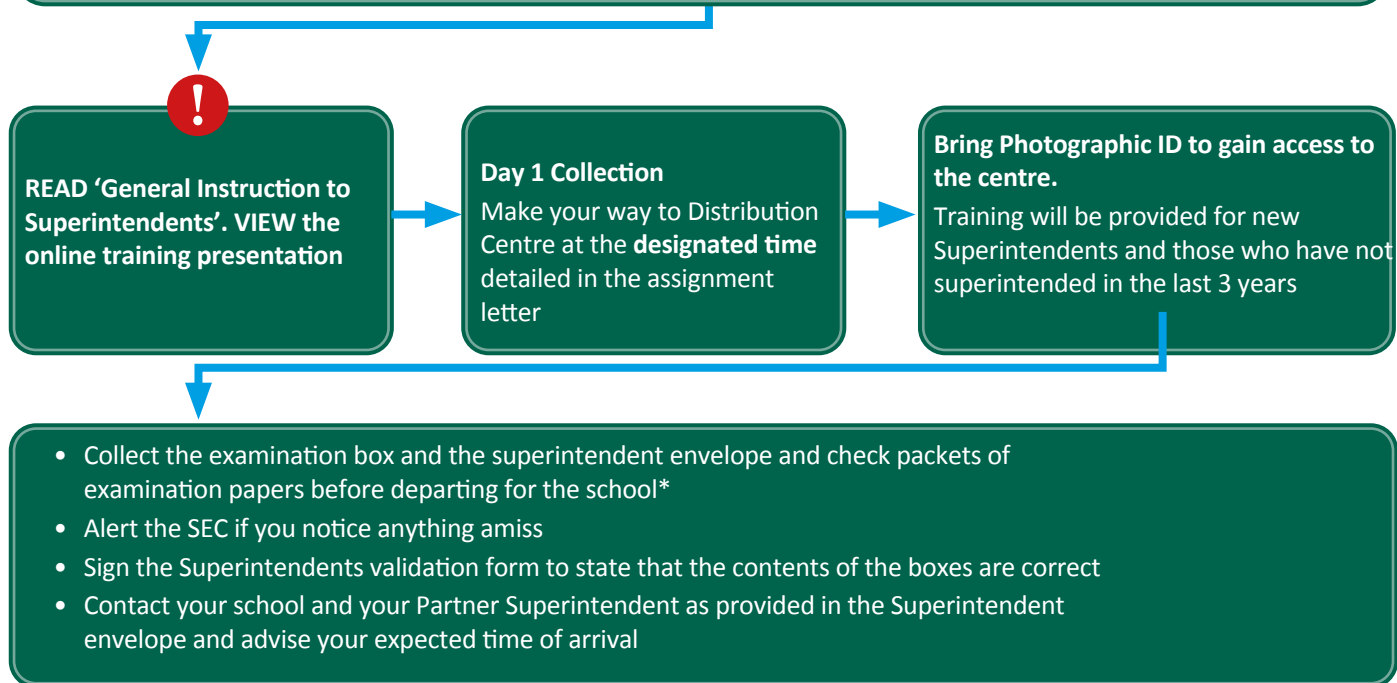
Online Marking - New Subjects 2026

The subjects being marked online for the first time are as follows:

- ▶ JC Classics
- ▶ LC Polish
- ▶ LCA English and Communications
- ▶ LCA Graphics and Construction
- ▶ LCA Hotel, Catering and Tourism
- ▶ LCA Mathematics Applications
- ▶ LCA Information and Communication Technology
- ▶ LCA Personal Reflection Task

Collection of Examination Papers on Tuesday 02 June 2026 from Distribution Centre

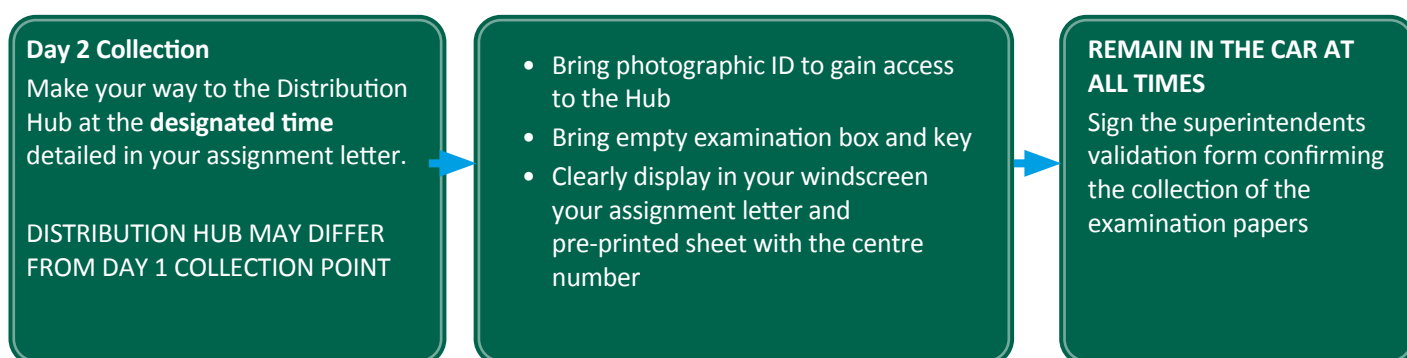
Centres for the collection of Junior Cycle – Leaving Certificate – Leaving Certificate Applied



Travel directly to the school

Collection of Examination Papers on Sunday 14 June 2026 from Distribution Hub

Hubs for the collection of Leaving Certificate



**Travel directly to school to meet your Partner Superintendent
Carry out a check on the examination papers**

* In a very small number of cases there are alternative arrangements made to the school, e.g. Garda Station.

Detailed information on collecting papers is provided in Section 1 of this booklet, which must be followed

Section 1 – Collecting And Checking The Examination Papers

The SEC will endeavour to keep to the collection schedules and minimise delays on the first day of distributing examination papers to Superintendents. However, you may have to wait – this is one of the busiest and most crucial days for the SEC and your patience is appreciated. You can help us by attending the centre at your allotted time and by having all of your documentation with you.

Please allow 40 – 60 minutes to check the papers in the Distribution Centre on Day 1 or in the school with your Partner Superintendent if you have to collect papers on Day 2. New Superintendents will also need to allow time for training

(1) Collection of Examination Papers

For the 2026 examinations there may be two days when examination papers are to be collected.

All Superintendents will collect papers on Tuesday 2 June (Day 1).

Some Leaving Certificate Superintendents whose centres remain open from Monday 15 June 2026, will have to collect papers on Day 2. The venues for collection day may differ. Details of this will be advised in your assignment letter.

Please note - Early or late arrivals at the centre will significantly impact the operation of the process on the day.

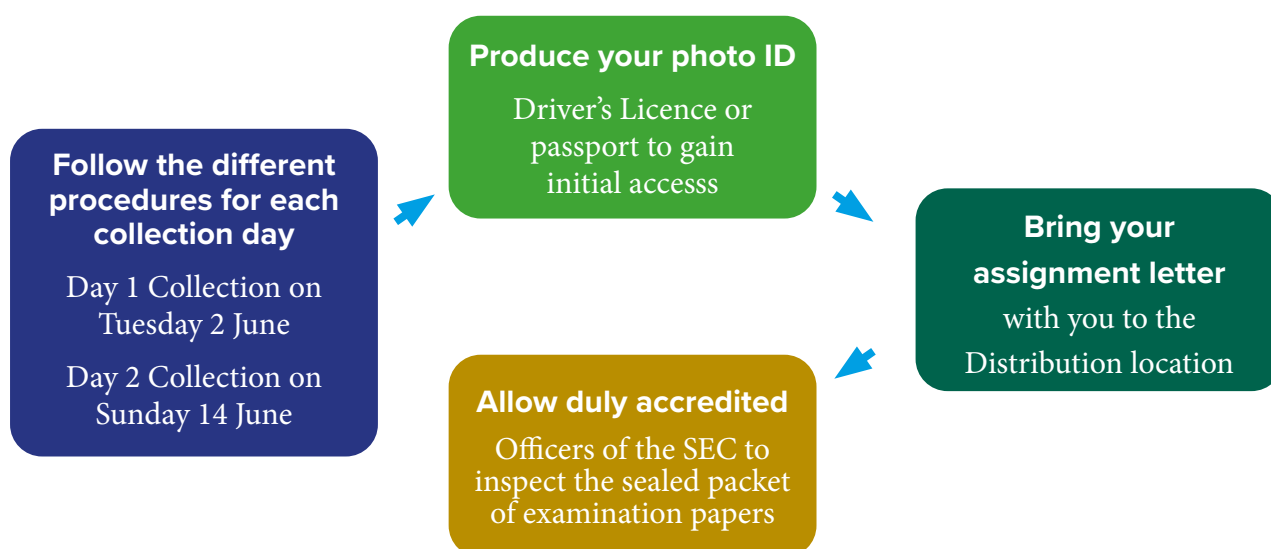
If you are inordinately delayed in arriving to collect your examination papers, you must contact the SEC at **090 644 2895** at the earliest opportunity.

Failure to do so will result in dismissal as of necessity and you will be replaced by a reserve Superintendent.

Collection details as follows:

Drop	Certificate Examinations	Date of Collection	Examination Dates
1	Junior Cycle	Tuesday 2 June	Wednesday 3 – Monday 15 June
	Leaving Certificate Applied		Wednesday 3 – Thursday 11 June
	Leaving Certificate		Wednesday 3 – Friday 12 June
2	Leaving Certificate	Sunday 14 June	Monday 15 – Tuesday 23 June

On each collection day you are required to:



(2) Arrival at the Distribution Centre; Day 1 Collection:

(i) Collection of examination box(es)

- ▶ You must arrive at the Distribution Centre at the time specified in your letter of assignment to collect the box of examination papers.
- ▶ Your first task is to check that the box contains all of the packets of examination papers that you require for the duration of the examinations in your centre.
- ▶ At the Distribution Centre, you will check papers for the first eight days of examinations for Leaving Certificate, and the entire set of examinations for LCA and Junior Cycle for the centre to which you are assigned.
- ▶ You will also receive a pack containing all the documentation that you will need for the examinations. You must carefully check the contents of the box of examination paper packets at the Distribution Centre.
- ▶ Using the Superintendent's Validation form, check and verify that the contents of the box are correct.
- ▶ Please proceed directly to the location advised to you on your assignment letter for the safe custody of your box of examination papers.

From the time that you collect the box of examination papers from the distribution centre, until the time that you leave the box at the secure storage location, **the box should never be left unattended** by you, this includes not being left unattended in a locked vehicle. Failure to comply fully with this will lead to your dismissal as Superintendent.

At the Distribution Centre you will be supplied with a hand truck to safely transport the boxes of examination papers from the Distribution Centre to your vehicle, and from your vehicle to the designated secure storage location at the centre.

You should also use the hand truck at the conclusion of the examinations in your centre to transfer examination material to your vehicle for onward transfer to the nearest designated An Post depot.

Please refer to Appendix 10 for instruction on the correct use of the hand truck.

Step 1. Information On The Contents Of The Box

- ▶ Familiarise yourself with the table of contents/checklist from your Superintendent's envelope and the Examination Paper Quantity Notice (EPQN) form which is contained in the envelope which you received at the Distribution Centre.
- ▶ This EPQN sets out the details of all of the examinations scheduled for your examination centre. Please retain this notice for Leaving Certificate centres, as you may need to refer to it for the checking of the examination paper packets if you are collecting examination papers on Sunday 14 June 2026.
- ▶ The examination paper packets are colour coded – **GREEN** indicates a MORNING session, **ORANGE** indicates an AFTERNOON session. The examination paper packets are also labelled MORNING and AFTERNOON.
- ▶ Each packet bears a white label which shows the subject, date and time of the examination, examination sequence number, centre number and the quantity packed for that level. The quantity appears under the letter denoting the relevant levels as follows:
A = Árd/Higher, G = Gnáth/Ordinary, B = Bonn/Foundation, C = Comónta/Common.

IMPORTANT

- ▶ **Leaving Certificate** subjects are packed individually by level. You may have a number of packets for each level.

An extra packet of examination papers may be caused by late entries in which case the label will bear the initials 'LP' manually written.

CD's are packed separate to the paper. They are in a small tamper-proof grey envelope which contains CDs for Higher/Ordinary Aural Test.

- ▶ **Junior Cycle** subjects are packed with both levels together and the CD's if required. This packet will have a white label which will indicate quantity packed.

Irish versions of examination papers are packed separately with an individual packet for each level.

These are not detailed on the EPQN. Quantities should be the same as for the English version. **For ease of identification the subject titles are translated to Irish.**

- ▶ You will receive, where applicable (in your large Superintendent's envelope), details of candidates in your centre who:
 - (a) require modified, enlarged or Braille versions of the examination papers together with the accommodations to be provided. Alternative versions of the examination papers referred to above are packed in individual packets appropriately labelled and will be found in your examination paper box
 - (b) have subject clashes, (notice of clashes will be provided in Superintendents envelope where applicable)

As noted above, you will likely have more examination papers than you require in your centre for each examination session(s).

Step 2. Sort the Examination Paper packets in Timetable Order

To assist you with this task, we have allocated a session number to each examination session in timetable order.

These session numbers are shown

- ▶ At the **top left-hand corners** of the label on the examination paper packet and
- ▶ Beside the time for each individual examination session in the Day-to-Day Instructions booklet

By arranging your packets in numerical order, with the lowest number on top, the packets will be in timetable order.

Step 3. Check the Contents of the box

Please check that:

- ▶ The centre number on the label on each packet is proper to your centre.
- ▶ You have a supply of examination papers for each subject as indicated on the EPQN.
- ▶ You have the Irish versions of examination papers in the same quantities as the English versions if required.
- ▶ The number of examination papers supplied for each level exceeds the number of candidates opting to take that level as indicated on the EPQN.
- ▶ If you are in any doubt regarding the adequacy of the supply on day 1 in the Distribution Centre you should speak with SEC personnel.
- ▶ **DO NOT OPEN THE PACKET OF EXAMINATION PAPERS**

If a packet of examination papers is opened or damaged, you must not remove the examination papers from the packet. If this is noted in the Distribution Centre, you should bring it to the attention of SEC personnel.

In the unlikely event that you discover a packet of examination papers in your box for an examination outside of the relevant distribution and examination timeline, please alert a member of the SEC at the Distribution Centre.

Step 4. Repack the Box

When you have checked that you have all the necessary examination papers, you should rearrange the packets in sequence number with the lowest number on top and return them to the box(es). Remember that when you repack the Examination Paper box the packet with the later date (i.e. the higher session number) goes into the box first followed by the next highest and so on until the packet for your first examination is at the top of the box.

Step 5. Complete the Superintendents Validation Form

When this check is complete you must complete the Superintendents Validation form which has been provided to you in your Superintendent's envelope.

Please confirm that you have checked the contents of the examination paper box against the Examination Paper Quantity Notice for your Centre, and that you have all the examination papers you require for the duration of the examinations in your centre.

(1) Safe custody of examination papers and transfer to the Secure Location.

- ▶ Do not, under any circumstances, leave examination papers unattended at any time including in an unoccupied vehicle. Proceed directly from the Distribution Centre to the school or Garda station advised in your assignment letter.
- ▶ The key(s) of the box(es) of examination papers will be in your Superintendent pack provided to you at the Distribution Centre by the SEC's representative and you must carefully retain them.
- ▶ The custodian of the location designated for the safe custody of the box(es) of examination papers will provide suitable premises for storage of the box(es). **If you are not satisfied with the storage premises you must inform the school management immediately and contact SEC.** If you are concerned about any unauthorised access to the secure storage location, you must also inform school management and immediately contact the SEC.
- ▶ The key of the secure location in which the box(es) will be kept will be retained by the custodian.
- ▶ Where a locked press is provided the key should also be retained by the custodian.
- ▶ If you have any concerns about the security of the secure location please report your concerns to the SEC at **1800 283 071**

(2) Arrival at the Distribution Hub on Day 2 Collection (Leaving Certificate only).

- ▶ Arrive at the Distribution Hub at the time specified in your letter of assignment.
- ▶ Bring with you the empty examination paper box and the lock and key.
- ▶ Produce your photo I.D. (Driver's licence or Passport) to gain initial access.
- ▶ Display your pre-printed sheet with your centre number and assignment letter on the dash of your car.
- ▶ Remain in your car while collecting your examination papers and documentation.
- ▶ Staff from SEC will place the papers in the box(es) in the boot of the car and return the key to you.

- Proceed directly to the school/location to undertake the checking of the examination paper box with your Partner Superintendent.
- Remind the school authorities in advance of your likely arrival time.
- Make arrangements with your Partner Superintendent to meet them there.
- Store the examination paper box in the designated secure storage location in the school or Garda Station as appropriate.

Important information to note for examinations from Monday 15 June:

- Please follow the instructions detailed in Step 1.
- If your centre is due to close before 23 June, you should have examination papers in your box(es) only for subjects which are timetabled up to and including the date noted at the bottom of your Centre roll.
- All Non-Curricular language (NCL) subjects will be held on the morning of Monday 15 June 2026 **and** you may have multiple examination papers as there are a number of different examinations taking place at the same time.

(3) Procedures and Steps to be carried out each day of the State examinations

- **The custody of the examination box and examination papers is your priority.** You must ensure that the sealed packets of examination papers remain sealed and in the locked examination box and only open these at the time appointed for the distribution of the examination papers to the candidates in the examination centre.
- You are required to attend your centre on each day that you have candidate(s) entered on your Centre Roll to sit the examination(s). You must have examination papers for all of the examinations due to take place in your centre. You may also have packets of examination papers for subjects in which there are no longer any candidates entered based on the Centre Roll. All examination papers are **LIVE** papers and must be securely held in the examination papers box in the secure location.
- You will be given access to the secure location before each examination session to obtain the packet(s) of examination papers for that examination session. Prior to leaving the secure location ensure that you have the correct packets that you need.
- You should maintain a close liaison with the custodian during the period of examinations and have due regard to the wishes of the custodian in all matters relating to the custody of the box(es) except where these wishes give you cause for concern about safe custody of the examination papers.
- Collaborate with a nominated Partner Superintendent as detailed below.

(4) Partner Superintendent and Validation of Documentation

- On Day 2 Collection (if applicable) you are required to check the contents of the examination box(es) with your Partner Superintendent. Both Superintendents must sign the Superintendents Validation form which is available in the Superintendents envelope, and returned to the SEC along with your S.4P Superintendent Final Report form at the end of the examinations.
- For LCA or Junior Cycle centres, this form should be **signed and returned to an SEC staff member** prior to your departure from the Distribution Centre.
- If you discover that you are short of examination papers at a later stage you should advise the SEC immediately by telephone at (090) 644 2759.

Section 2 – Securing The Examination Papers

Following the collection of the examination papers you are required to go straight to the secure storage location in which you are superintending. Suitable, secure accommodation will be made available to allow you to complete this important task. Superintendents assigned to the same school will be provided with similar times for the collection of the examination boxes from the Distribution Centres so that both should arrive at the school at a time close to each other.

1. Contact the School

On receipt of your letter of assignment, you are required to contact the authorities of the school/centre in which you are to act as Superintendent. You should ensure that the secure storage location as outlined in the assignment letter has been confirmed by the school authority. This may be a location in the school or a Garda Station. **You should always obtain an outside-hours contact number for the school/centre which you can use in an emergency.**

In making contact, you should identify yourself to the authorities indicating your anticipated time of arrival based on the details provided in your assignment letter. On Tuesday 2 June you must proceed to the secure storage location immediately after your collection of examination papers for the purpose of securing the box(es) of examination papers and setting up the examination centre.

You must also proceed immediately to the school following the collection of the examination papers on Sunday 14 June (if applicable) for the purpose of checking and securing the boxes of examination papers. If storing in a Garda station you must then proceed to the station to store the examination papers.

2. Bring the Box of Examination Papers to the Secure Location

Proceed directly to the secure storage location or school indicated on your Letter of Assignment. The box must be locked and placed in safe custody in the school or in the Garda Station. You must ensure that you are happy with the security arrangements for the storage of the papers.

On Day 2 Collection (if applicable) you are required to check the contents of the examination paper box on arrival at the school. You will do this with your nominated Partner Superintendent or a member of the school authority in line with the instructions detailed in Section 1.

The examination papers should never be left unattended while being transported to the school, during the checking process, or at any other stage until they have been securely stored in the secure storage space in the school or Garda Station as appropriate.

In the unlikely event that you discover a packet of examination papers in your box for an examination outside of the relevant distribution and examination timeline, make sure that these are stored securely in the locked examination paper box and contact the SEC immediately for further instructions on

1800 283 071

When the examination paper box has been securely stored in the school, you will then check and prepare your examination centre, including the proposed arrangements for aural and audio-visual tests. Refer to Section 3 steps 4 and 5.

Section 3 – Arrival At The School/Centre

1. Meet the School Representative and Confirm Arrangements

- (i) Bring the box of examination papers directly to the secure location.
- (ii) The box must be locked and placed in safe custody in the school or in the Garda Station. Please ensure that you are happy with the security arrangements for the storage of the papers.
- (iii) When the examination paper box has been securely stored in the school, you will then check and prepare your examination centre, including the proposed arrangements for aural and audio-visual tests.
- (iv) When setting up the examination centre, you should:
 - ▶ Request a briefing from the school authorities on school protocols and the evacuation procedures in case of an emergency (See Appendix 6) which will apply for the duration of the examinations.
 - ▶ Invite the School Authorities (i.e. Manager/Principal, or authorised representative) to compare the School Roll against your Centre Roll. School Authorities have been requested to make themselves available to make this check with you.
 - ▶ Confirm that the information on the Centre Roll regarding Irish versions is correct. Candidates taking examinations through Irish will have the letter ‘G’ printed after the predicted level, e.g., Árd (AG) or Gnáth (GG), on the Centre Roll.
 - ▶ Check with the School Authorities for details in respect of Reasonable Accommodation arrangements (including where candidates have been granted the use of a Word Processor). Ensure all arrangements are in place for candidates on the Centre Roll including those who are sitting in special centres and additional time centres.
 - ▶ Remind School Authorities that candidates are not allowed to bring mobile phones, electronic communication devices, wearable technology devices or electronic storage devices into the examination centre, whether switched on or not.
 - ▶ Clarify the school’s proposed arrangements for the sitting of Aural and Audio-Visual tests. It is essential that you take the opportunity to familiarise yourself with the actual CD/DVD player or other playing equipment to be used in your centre. **Please read the relevant section on Aural and Audio-Visual tests in the Day-to-Day Instructions**
 - ▶ On the 14 June 2026, (if applicable), please follow the instructions as set out above. You are also required to check the contents of the examination paper box on arrival at the school. **You will do this with your nominated Partner Superintendent or a member of the school authority in line with the instructions detailed in Section 1.**
 - ▶ **The examination papers should never be left unattended while being transported to the school, during the checking process, or at any other stage until they have been securely stored in the secure storage space in the school or Garda Station as appropriate.**

2. Checking the Stationery

For Leaving Certificate and Junior Cycle Centres

- ▶ A large plastic stationery box has been sent to the Leaving Certificate and Junior Cycle centres in advance of the examinations.
- ▶ The box is sealed by means of two yellow tamper evident security seals. Please check that these seals are intact. If the seal is broken you should report it immediately to the SEC on **090 6442702**.
- ▶ Check the contents of the stationery box against the contents list which has been provided in the

stationery box. For a full list of stationery contents please see Appendix 5, page 75.

- ▶ Once the box has been checked and if all is in order, **sign the stationery list and return to SEC without delay**, confirming that the contents of the stationery box have been checked.
- ▶ A supply of numbered yellow replacement seals are included in your stationery box. Each time you open the box please use the replacement seals to reseal the box.
- ▶ Record the serial numbers in the relevant section of the Record of Posting booklet. The used seals should be retained and returned in the stationery box at the end of the final examination.
- ▶ At the closing of your examination centre, the box should be returned sealed. One yellow seal should also be used to secure the empty question paper box on return to the SEC.
- ▶ The following material is provided in the Superintendents envelope and should be clearly displayed in the centre.
 - **Timetables**
 - **The Notice Penalty for Violation of Regulations**
 - **Notice to Candidates Question paper Covers colour**
 - **Notice for Examination in progress.**

For LCA Centres

There is no stationery box for LCA centres. All stationery requirements for the LCA examinations are included in the LCA examination paper box or in the special LCA envelope you have received from the Distribution Centre.

All Centres

The SEC introduced some new stationery for Leaving Certificate examinations in recent times, some of which is replacing existing stationery and is for use in all of the examinations.

The new or amended stationery products are:

Leaving Certificate answerbook for use in particular subjects:

- ▶ There is a 36-page answerbook which will require candidates to complete information on the front cover.
- ▶ There is a 36-page answerbook specifically for Non Curricular Language subjects. This answerbook is packed with the examination paper in the examination paper packet and is not in the stationery box. The examination paper packet should not be opened before the examination to check the stationery.
- ▶ It has instructions on page 2 and contains 34 lined pages.
- ▶ This answerbook will be used for examinations that do not utilise returnable question and answerbooks.

In addition to the examinations in the table listed below, this Leaving Certificate answerbook will be used for a number of other subjects which are not being marked online. Please refer to the Day-to-Day Instructions booklet to identify these subjects. Candidates are required to write the subject in the space provided on the front cover. The following examinations will be marked online.

Subject	Levels	Component
Irish	Higher & Ordinary	Paper 2
English	Higher & Ordinary	Paper 1 & 2
History	Higher & Ordinary	Paper 1
Physics	Higher & Ordinary	Paper 1
Chemistry	Higher & Ordinary	Paper 1
Engineering	Higher & Ordinary	Paper 1
Accounting	Higher & Ordinary	Paper 1
Religious Education	Higher & Ordinary	Paper 1

Supplementary stationery.

- ▶ There are three Leaving Certificate supplementary stationery products and;
- ▶ Two supplementary stationery products for the Junior Cycle.

For the Leaving Certificate

1. 4-page supplementary answerbook consisting of a **white coloured cover** page and three lined pages.
2. 4-page supplementary graph paper answerbook consisting of a **white coloured cover** page and three pages of graph paper.
3. 4-page accounting stationery answerbook consisting of a **white coloured cover** page and three pages of accounting paper. This should be used where a candidate requests one to answer the optional question in accounting.

Please note there are no accounting pages incorporated in the new Leaving Certificate answerbook.

The candidate's supplementary paper must be inserted inside the back cover of the returnable question and answerbook **or** inside the back cover of the new Leaving Certificate answerbook as appropriate

For the Junior Cycle

1. A 4-page supplementary answerbook consisting of a **green coloured cover** page and three lined pages.
2. 4-page supplementary graph paper answerbook consisting of a **green coloured cover** page and three pages of graph paper.

The returnable question-and-answerbooks have been designed to allow sufficient writing space for candidates. For this reason, supplementary paper should not be required.

The Provision of Supplementary Stationery

- ▶ In line with the SEC's longstanding instructions in all examinations, **you must not hand out supplementary paper at the start of the examination.**
- ▶ You are instructed to provide supplementary paper to candidates **only** when they have used all the space in their question paper or main answerbook.
- ▶ The SEC has reduced the quantities of supplementary answerbooks supplied this year as the examination paper in many subjects is also the answerbook. You should note this when checking your stationery supplies, as the stationery has been packed for the full duration of the examinations in your centre.

- ▶ If you do not have enough of a particular item of stationery please;
 - Contact your Partner Superintendent or
 - Contact a Superintendent in a nearby centre or
 - Contact the SEC at 090 6442702.

Requests for stationery which is required for an imminent examination session will receive priority attention.

It is most important that the supply of stationery is thoroughly checked on the day prior to the commencement of the examinations.

You should check in particular that you have an adequate supply of:

- ▶ Formulae and Tables booklets
- ▶ New Accounting Stationery
- ▶ Supplementary Paper
- ▶ Graph Paper.

3. Centre Stamp

- ▶ You will be provided with a stamp and ink pad in your Superintendent's envelope to identify material proper to your centre.

Ensure that the centre number on the Centre Stamp is set to your Exam Centre number.

NOTE: One of the most common errors made by Superintendents is not changing the centre number to the one for their centre. This in turn has led to scripts being stamped with an incorrect centre number. Such errors have the potential to lead to delays and difficulties in the processing of examination results for candidates.

4. Preparing the Examination Centre

You are requested to carry out the following steps when preparing the centre:

- ▶ Clearly display the following notices both inside and outside the examination centre:
 - **Timetables**
 - **Penalty for Violation of Regulations Notice**
 - **Examinations in progress notice**
 - **Notice to candidates question paper covers colour**
- ▶ **Display the *Examinations in Progress* notice prominently outside the entrance door.**
- ▶ Remove or turnover all maps, charts, and other educational material in the examination centre.
- ▶ A clock showing the correct time should be clearly displayed in the examination centre. If there is no clock already in the Centre, one should be obtained from the school. The clock features should be plainly visible to all candidates. **You should carry out regular checks to make sure that all clocks used in the examination centre are in good working order.**
- ▶ Arrange the desks so that the candidates are seated at least 1.5 metres or 5 feet apart. (Front, back and sides)
- ▶ Pre-printed adhesive labels with candidates' examination numbers will be provided. Place them sequentially on the desks working in rows from the front of the room to the back. Blank adhesive labels will also be provided for candidates transferring in from other centres, External Candidates and for Aural Tests etc.

- ▶ When these arrangements have been completed, draw a plan of the examination centre. This plan should be drawn approximately to scale on the Final Report Form S.4P and should indicate:
 - the exact position assigned to each candidate, showing in each case the examination number
 - the direction in which candidates face
 - the position of your table
 - the position of the entrances and the windows
- ▶ Additional plans must be prepared where necessary, e.g., Aural tests to include the location of the CD Player.
- ▶ **Ensure that the examination centre is kept in a clean and tidy condition throughout the period of examinations in your centre.**

5. Aural and Audio Visual Tests

Where candidates are entered on the roll for subjects which have an aural test, the Superintendent should consult with the school principal or centre manager in respect of the superintending of same.

Schools have been provided with detailed instructions about setting up and testing CD and DVD playing equipment in all centres in advance.

The subjects Irish, the Modern Foreign Languages, Music and LCA Social Education have aural tests and LCA English and Communications has an audio-visual test.

An overview of the school instructions are provided below for your information:

- ▶ Superintendents should run through the arrangements for playing the CDs/DVDs with the school authority on the day of their arrival in the school. The Superintendents will have access to the equipment and should be instructed in its operation.
- ▶ All playing equipment must be well maintained, in full working order and must be thoroughly tested in the correct examination centre in advance of using in the live examinations.
- ▶ Where possible, candidates should not have to move rooms for the aural tests or audio-visual tests. Schools have been asked to ensure, as far as practicable, that the selected rooms have the necessary equipment and facilities to provide for all of the examinations in the centre.
- ▶ All candidates taking these examinations should be able to hear the CD, and hear and see the DVD clearly, whether they are in a main centre or a special examinations centre. To avoid issues arising during the test, and disruption for your candidates, schools are required to carry out checks in advance of the examinations.
- ▶ Every main and special examination centre should have equipment available to facilitate the playing of CDs, otherwise, arrangements must be in place for candidates to sit their aural tests or audio-visual tests in another suitable room.
- ▶ It is preferred that a distance of 1.5m or 5 feet is maintained between candidates (front, back, and side to side) in all examination accommodation, including any rooms used for the aural tests or audio-visual tests.
- ▶ **There is a separate CD for the Foundation level Irish Aural test.** Therefore, **Foundation level candidates must be sat in an examination centre separate from the other two levels.** This may require the establishment of an additional centre. Candidates are required to remain in the centre where they sit the aural for the duration of the examination, as the aural test is not a separate session from the written paper.
- ▶ In the event that there is a difficulty with the playing of the CDs/DVDs on the day of a test, Superintendents are required to make a report on this (the AUR 1 form in your envelope) and to include details of the preparatory work undertaken by the school.

The school will be provided with access to the report and will have an opportunity to take a copy of the report if they wish. Schools may wish to provide additional information directly to the SEC. Queries related to the aural tests or audio-visual tests during the course of the examinations should be sent by email to: race@examinations.ie

Please refer to the Day-to-Day Instructions booklet (Part 1) for details on the setup, testing and conducting of the Aural and Audio Visual Tests in the centre.

6. Special Centres

Check details with the School Authorities regarding appointment of Superintendents for special examination centres and additional time centres or whether any student in your main centre has been provided with reasonable accommodations. Acquaint yourself with the special centre and additional time centres Superintendents assigned to your centre.

7. Attendants

For 2026 examinations, the school will engage a suitable person to act as an attendant for your centre. The school will also arrange to make payments to the attendants.

The attendant must be excluded from the centre during the period of examination and during the distribution of the examination papers.

Attendants are specifically prohibited from:

- ▶ Distributing and collecting examination papers or stationery,
- ▶ Undertaking any supervisory duties in the examination centre and
- ▶ Collecting candidates answerbooks after each examination.

You should brief the Attendant on their role and responsibilities - details in Appendix 1.

N.B. Through engagement with School Authorities, attendants are required to attempt to control noise around the centre as far as reasonably practicable.

However, as Superintendent you are responsible for dealing with such issues and you should engage with the School Authority if there are any difficulties with noise control and/or student behaviour outside the centre.

Section 4 – Absences And Guidance In Preparation For Examination

Reporting Candidate Absences from Examinations

- ▶ Non-attendance at individual examination sessions by candidates should be reported by the school authorities to you.
- ▶ Non-attendance must be recorded as an absence on the Advice Lists and the Centre Roll.

Superintendent Absences

- ▶ If, for any reason you are unable to carry out your duties, you are required to inform the SEC immediately. Pending assistance from the SEC, and depending on the proximity of the next examination, you may also be required to notify the school directly as it may be necessary to have a member of staff from the school take your place if an examination is imminent.
- ▶ The SEC will have reserve Superintendents available to replace those unavoidably absent. It may be necessary on occasion for school management, the examination aide or an experienced special centre Superintendent to take on the role of main centre Superintendent, until such time as a replacement can be deployed to the school.
- ▶ Typically, the SEC require you to be available for the full duration of the examinations period. However, the SEC will allow for one short absence in certain circumstances such as for urgent medical appointments or to attend at interview. Note, the SEC will seek to accommodate a **one-off absence** for these reasons but more than one such absence will require the superintendent to relinquish their position. School authorities may be asked to assist with such short-term absences of main centre Superintendents. The SEC will engage with schools and Superintendents individually on such arrangements. **Please note that you will not be paid for any absence from your assignment.**

Note: The Attendant should never be engaged to carry out supervisory duties in your centre.

Guidelines On Examination Attendance And Admittance

1. Attendance before each examination session

On the first morning of the examinations (Wednesday 3 June 2026), you should be at the school at 8.30 a.m. to arrange for the validation process which includes meeting with your Partner Superintendent and to admit candidates. **You must be in the centre at least a half an hour before each examination session thereafter.**

2. Admission of candidates who arrive late

- ▶ **Unless there are extenuating circumstances such as disruption of public transport or otherwise, a candidate should not be permitted to enter the examination centre any later than 30 minutes after the scheduled start time of the examination.**
- ▶ If a candidate is admitted late, due to exceptional circumstances, you must record details on the Advice List. Under no circumstances should you give permission to a candidate to work on an examination paper at a time other than that set out in the official timetable, unless specifically directed otherwise by the SEC.
- ▶ In the case of a candidate arriving late for an examination where the aural test or audio-visual is at the beginning of the exam, the candidate may not be admitted to the centre once the test has commenced. The candidate may be admitted to the written part of the examination.

- ▶ Candidates arriving late to an aural or audio-visual test which is in a separate session to the written examination paper should not be admitted. Contact should be made with the SEC for advice on the aural test.

3. Candidates sitting in an incorrect centre

If candidates present themselves at your centre for examination, but have not been assigned to your centre, the candidates should be permitted to remain in the centre.

A note should be included on the Advice List and the candidates should be entered on the Centre Roll and Advice List, see SECTION 14 and 15 on 'Instructions for Completion of Centre Roll and Advice Lists'

4. Penalty for Violation of Regulations by Candidates

Before each examination session, direct the attention of candidates to the Penalty for the Violation of Regulations notice.

- ▶ You must instruct candidates that they are not allowed to have the following devices, whether switched on or not or in a locked pouch or not, with them in the centre:
 - **mobile phones**
 - **smart watches**
 - **laptops/tablets**
 - **personal music players**
 - **wearable technology**
 - **or any other electronic devices**
- ▶ The school should have arrangements in place to allow for the safe custody of electronic devices.
- ▶ Please note there will be exceptions for reasonable accommodation candidates using Assistive Technology.
- ▶ Instruct candidates to check that no examination papers, books, notes, pencil cases, etc., have been left on or around their desks or have been retained on their person.
- ▶ Candidates must be given an opportunity to remove any prohibited items from the examination centre.
- ▶ See Section 18 of this booklet for procedures to be followed in case of a suspected breach of the regulations.

5. Reminder to Candidates about examination paper colours

Before each examination session, draw the attention of candidates to the notice which reminds candidates that examination papers for different levels are colour coded to denote the level.

Section 5 – Validation, Opening And Distribution Of Examination Papers And Answerbooks

1. Role of Partner Superintendent and Validation of the Examination Paper Packets

You have been notified of the details of your Partner Superintendent in your Superintendent's Pack. The Partner Superintendent system requires you to collaborate with another Superintendent prior to each examination sitting, to ensure that you both validate the packets of examination papers, and that you both have the correct packets for the next scheduled session.

A candidate in the centre will also validate the opening of the examination papers prior to the commencement of each examination session. Note that you must only take the examination papers from the examination paper box for the examination which is next scheduled to commence.

N.B.: It is prohibited to remove the examination papers from the Examination Paper box for both the morning and afternoon sessions at the same time.

Due to the short interval between the written and aural tests, it is permitted to remove the examination papers for the separate aural test at the same time as the written examination paper in that subject. Do not open this envelope until the start of the aural examination.

Prior to the start of each examination session you must meet with your Partner Superintendent at the venue provided to you by the school, to ensure that the packet you collected from the examination paper box is correct for the session about to commence.

School authorities have been asked to make a suitable secure venue available to Superintendents for the purpose of meeting to validate the examination paper packets. Refer to the Day-to-Day Instructions booklet for the subject specific details.

You and your Partner Superintendent must confirm that:

- (a) all seals are intact and that the packets have not been tampered with or opened.
- (b) the examination details on the label of each packet correspond to the timetable and are correct for the examination session about to commence. The relevant timetables can be located at the front of each Superintendent's respective Day-to-Day Instructions booklet.

You must both then complete and sign the Declaration at Panel 1 of the examination paper packet.

If you are assigned to a school where there is only one examination centre you must conduct the process outlined above by engaging with a representative of the school authority (Examination Aide, Examinations Secretary, Deputy Principal, Principal/Manager).

If for any reason, your Partner Superintendent is not available, is delayed in returning to their centre, or has no candidates for examination in their centre for a particular session(s), you must conduct the process by engaging with another Superintendent assigned to the school or a representative of the school authority (Examination Aide, Examinations Secretary, Deputy Principal, Principal/Manager).

Once you are satisfied that you have the correct examination paper packets for the session that you are about to start, proceed to your centre with the unopened packets.

Under no circumstances should you validate an examination paper packet for an examination other than the one about to commence.

The examination paper packets for the morning session (**green in colour**) must be validated in the morning and the packets for the afternoon session (**orange in colour**) in the afternoon.

If anything happens which may threaten the integrity of the examinations, ring the SEC immediately at

1800 283 071.

2. Opening the Packets of Examination Papers

Do not open the examination paper packets until you are in the centre and ready to start the examination.

Consult the Day-to-Day Instructions booklet and List of Amendments for the specific arrangements for each examination session. These have been provided to you in your Superintendent's envelope.

Immediately before opening a packet(s) of examination papers:

1. ask a candidate from the centre to confirm that the packets for each level are closed and that the seals on the packets are intact.
2. once you have received that confirmation, ask that candidate to sign each **Panel 2 Witnessing of packet opening**.
3. then in the presence of that candidate open the packets.
4. check that each paper in each packet is correct for that examination session prior to **distributing them face up to the candidates**.

Reminder to candidates with regard to the colour of the examination paper covers.

- ▶ Before each examination session, draw the attention of candidates to the notice which reminds candidates of the colour coding of the examination paper covers.

Colour of Examination paper covers – See the Notice as a visual aid.

Examination papers are printed in the following colours:

LEAVING CERTIFICATE	LEAVING CERTIFICATE APPLIED:	JUNIOR CYCLE:
HIGHER LEVEL: Pink & White ellipsed cover with white inner pages	COMMON LEVEL: Mocha & White ellipsed cover with white inner pages	HIGHER LEVEL: Lilac & White ellipsed cover with white inner pages
ORDINARY LEVEL: Blue & White ellipsed cover with white inner pages		ORDINARY LEVEL: Yellow & White ellipsed cover with white inner pages
FOUNDATION LEVEL: Peach & White ellipsed cover with white inner pages		COMMON LEVEL: Ochre & White ellipsed cover with white inner pages

3. Distribution of the Examination Papers

The examination papers **must** be given out in accordance with the dates and times stated on:

- (1) the timetable,
- (2) the label of the examination paper packet(s) and
- (3) as per the relevant Day-to-Day Instructions for the examination about to commence.

Distribute the examination papers face up and instruct candidates not to open them until you advise them to do so. Remember, for some subjects you must also distribute the examination papers and answerbooks.

In all LEAVING CERTIFICATE subjects

- There are separate Higher and Ordinary level examination papers.
- In Mathematics and Irish, there is also a Foundation level paper.
- Candidates are not required to select their level until the start of the examination in each subject.
- Check the level required with each candidate **before** distributing the examination papers.
- Under no circumstances should a candidate be supplied with or allowed to see any of the examination papers before making his/her selection.

In the JUNIOR CYCLE subjects

- There are separate Higher and Ordinary level examination papers for Irish, English and Mathematics.
- For all other subjects the paper is Common Level.

Note: Junior Cycle Examination candidates are not allowed to change levels on the day of examination. Should a candidate request a change in level, please contact a member of the school authority (see note 4 below)

- Distribute the examination papers in accordance with the level printed on the Centre Roll and confirmed as correct by the school.

- In all examinations the Irish and English versions of examination papers are printed separately. See the Special Notice in the Day-to-Day Instructions booklet regarding the packets of the Irish version of examination papers.
- Candidates who are supplied with the Irish version of a paper will also be supplied with an English version if they so wish.
- Candidates supplied with both must return only one version of the answerbook.

• N.B. Instruct candidates that they should only complete one version, either English or Irish, but not both. However, when collecting the answerbooks once the examination has ended, check both answerbooks to ensure that any work completed by the candidate on that day is returned in the post to the SEC. Only return an answerbook where work has been completed.

- In any subject where there is more than one paper e.g. Leaving Certificate Mathematics, the candidate is required to take all examination papers at the same level; **candidates may not take one paper at Higher level and another at Ordinary level.**
- Instruct candidates not to commence writing until you tell them.
- When all examination papers have been distributed, instruct the candidates to look at their examination papers. Before commencing work, ask the candidates to check that they have been given the correct examination paper and answerbook if required.
- Announce any and all corrections for this examination as presented in the List of Corrections. Never interpret any apparent misprint or defect in the examination paper except in accordance with the List

of Corrections or other instructions issued by the SEC.

- ▶ Finally, instruct the candidates to fill in the front cover of their answerbook accurately and then to commence work.
- ▶ In the event that you have received or distributed examination papers which appear to be faulty (e.g. illegible, missing pages or duplicate pages), your course of action will depend on whether it is some or all of the examination papers that are faulty. If only some of the examination papers are faulty it may be possible to arrange for copies of the correct paper to be made available for the candidates. In any event you must take the following action;
- ▶ Contact the SEC immediately at

1800 283 071

if you believe you have made any error in giving out the examination papers or a paper is faulty. In this instance you should ask the attendant to contact the Examination Aide to come to the centre to allow you to contact the SEC.

- ▶ If the perceived faults in the examination papers have been discovered after they were distributed to candidates you must also:
 - ✓ Ensure that candidates remain calm.
 - ✓ Inform the candidates that you have contacted the SEC.
 - ✓ Ensure that any time lost by candidates as a result of an error is compensated for at the end of the examination.
- ▶ The SEC expects all Superintendents to exercise a common-sense approach to dealing with events that arise in the conduct of the examinations and to liaise with the school authority and/or the SEC in dealing with these events.
- ▶ Other than providing special centre and additional time centres Superintendents with examination papers (for candidates, in special centres and additional time centres attached to your centre) you must not give examination papers to anyone else.
- ▶ At the end of the examination surplus copies of question papers should be returned to the SEC in the Stationery Box along with the opened and unopened examination paper packets.
- ▶ Examination papers for each examination will be published on the SEC's website – generally at 11:30 AM for morning exams and 4:00 PM for afternoon exams although this may vary depending on that day's timetable. **Personnel in the school seeking access to examination papers should be advised accordingly.**
- ▶ Candidates leaving the examination early **must not be allowed to leave with examination papers.**

Personnel in the school who seek early access to examination papers from your centre, should be advised that handing out examination papers to anyone, other than as set out in these General Instructions, threatens both the security and integrity of the examinations and will not be permitted under any circumstances.

4. Junior Cycle – Requests to change subject level

Superintendents of Junior Cycle centres are reminded that they should not entertain requests from candidates to change levels on the day of the examination.

However, should a candidate request a level change which differs to the level indicated on the Centre Roll, then the Superintendent must bring this matter to the attention of a Manager/Principal or authorised school representative in the first instance.

Where a Manager/Principal or authorised representative requests that a candidate be supplied with a paper of a level other than indicated on the Centre Roll, on the grounds that an error has been made or that some other exceptional circumstance applies, the level requested by the School Authorities should be supplied.

The request may be acceded to on receipt of a letter/note prior to an examination stating that the school authority is satisfied that the change is necessary. The school's letter/note should be forwarded to the SEC in the envelope bearing the logo 'Centre Roll'. It is emphasised that this provision is to be implemented in exceptional circumstances only.

Under no circumstances should requests of a general nature be acceded to. Where a request of a general nature is made, the attention of the Manager/Principal or authorised representative should be drawn to this instruction.

5. Distribution of Answerbooks

- ▶ Distribute the answerbooks in accordance with the Day-to-Day Instructions. In the case of some Leaving Certificate subjects and all Leaving Certificate Applied and Junior Cycle subjects, where the question paper also serves as an answerbook, no separate answerbooks should be distributed.
- ▶ Distribute the examination papers in accordance with the Day-to-Day Instructions for each individual subject. Ensure that each paper is correct for that examination.
- ▶ Instruct candidates to:
 - Enter their examination number
 - Enter their day, month and year of birth
 - To shade in the relevant circles on the cover of the answerbook or stationery product, as demonstrated in the example overleaf.

Sample Leaving Certificate Answerbook



9999X223X9XL

Leaving Certificate Examination Answerbook Scrúdú na hArdteistiméireachta: Freagarleabhar

Shade in fully the circle for the subject, the level, and the language that you are answering through.
Scáthaigh go hiomlán an ciorcal taobh leis an ábhar, an leibhéal, agus an teanga trína bhfreagróidh tú.

Code Cód	Subject Ábhar	Level Leibhéal	Answered through Freagraíodh trí
001	Gaeilge Páipéar 2 <input type="radio"/>	Higher Ardleibhéal <input checked="" type="radio"/>	English <input checked="" type="radio"/>
002 P1	English Paper 1 <input type="radio"/>	Ordinary Gnáthleibhéal <input type="radio"/>	Gaeilge <input type="radio"/>
002 P2	English Paper 2 <input type="radio"/>		
004	History Stair <input checked="" type="radio"/>		
021	Physics Fisic <input type="radio"/>		
022	Chemistry Ceimic <input type="radio"/>		
027	Engineering Innealtóireacht <input type="radio"/>		
032	Accounting Cuntasaíocht <input type="radio"/>		
223	Religious Education Oideachas Reiligiúnach <input type="radio"/>		

Centre Stamp
Stampa an Ionaid

If your subject is not listed, write the subject name here:
Mura bhfuil d'ábhar ar an liosta, scríobh ainm d'ábhair anseo:

Examination Number
Scrúduimhir

1	2	3	4	5	6
---	---	---	---	---	---

Date of Birth
Dáta Breithe

2	9	/	0	4	/	0	6
---	---	---	---	---	---	---	---

For example, 3rd February
2005 is entered as 03 02 05
Scríobh 3 Feabhra 2005 mar
03 02 05, mar shampla



9999X223X9XL0136

6. Special Centres (Leaving Certificate/ LCA)

You should arrange to meet the Superintendents of any special examination centres linked to your centre. You should be confident in these Superintendents' identity, as you will be required to supply them with the examination papers from your supply for the duration of the examinations.

- ▶ Superintendents of these centres have been provided with a meshed pouch for the transmission of question papers and answerbooks from your centre to their special centre and for the return of answerbooks from their special centre to your centre.
- ▶ Special centres may have more than one candidate.
- ▶ You may be supplying more than one special and additional time centre from your centre.
- ▶ You should take extreme care to check all examination papers being provided to the Superintendent(s) of the special centre(s) to ensure that you are supplying the correct paper(s) and List of Corrections if needed. Take your time over this process, even if it means delaying the commencement of the examination in the main centre.
- ▶ It is the responsibility of the special centre Superintendent to have confirmed with the candidate or candidates the level(s) being taken in the examination, prior to going to the base centre to obtain a question paper. The paper should then be inserted into the pouch before being transferred to the special centre by the special centre Superintendent.
- ▶ You should give examination papers to Superintendents of special centres before distributing examination papers to the candidates in your centre.
- ▶ Please inform special centre Superintendents that they must not return to your base centre until the examination session has finished in your base centre.

Personnel in the school who seek early access to examination papers from your centre, should be advised that handing out examination papers to anyone, other than as set out in these General Instructions, threatens both the security and integrity of the examinations and will not be permitted under any circumstances.

7. Candidates completing their work on word processors for the 2026 examinations:

- ✓ Candidates that have been granted the use of a word processor and are submitting a word-processed script will be conducting their examinations in special centres. **All word-processed scripts must have a WP cover form attached to the front.** These forms have been provided to the special centre Superintendent in advance of the examinations by the examination aide.
- ✓ The role of the special centre Superintendent is to ensure that the candidate is provided with the correct form, that all pages of the WP script are printed and that the candidate completes the back cover of the WP form and returns this WP form to the base superintendent.
- ✓ Your role as the main Superintendent is detailed in the table that follows. There are 4 different forms. See Appendix 10 for examples.
- ✓ WP forms must contain
 - candidate examination number,
 - day, month and year of birth, subject, and
 - the number of typed pages submitted (to include the cover sheet).
- ✓ Candidates must also fully shade the circle to indicate the level, paper number, and the language they are using to answer the paper.

Forms to be used when submitting a word-processed script

Form	Candidate	When to use this form	Role of Main Centre Superintendent.
WP – L A	For use by Leaving Certificate Candidates	Use this form when submitting a Word-processed script ONLY.	<ul style="list-style-type: none"> • Check the back cover of the WP – L A form is completed by Special Centre Superintendent. • Stamp the Centre stamp on the WP L A form and return to SEC in green transmission envelope.
WP – L B	For use by Leaving Certificate Candidates	Use this form when submitting a Word-processed script and returning a Leaving Certificate Answerbook or a Returnable Question-And-Answerbook.	<ul style="list-style-type: none"> • Check the back cover of the WP – L B form is completed by Special Centre Superintendent. • Stamp the Centre stamp on the WP L B form • Stamp the Centre stamp on the Leaving Certificate Answerbook or Returnable Question-and-answerbook. • Ensure all material is in order. WP Cover and Word-processed script first, followed by Leaving Certificate Answerbook or Returnable Question-and-Answerbook. Return to SEC in green transmission envelope.
WP – J A	For use by Junior Cycle Candidates	Use this form when submitting a word-processed script ONLY.	<ul style="list-style-type: none"> • Check the back cover of the WP – J A form is completed by Special Centre Superintendent. • Stamp the Centre stamp on the WP J A form and return to SEC in blue transmission envelope.
WP – J B	For use by Junior Cycle Candidates	Use this form when submitting a word-processed script and you are also returning or a Returnable Question-And-Answerbook.	<ul style="list-style-type: none"> • Check the back cover of the WP – J B form is completed by Special Centre Superintendent. • Stamp the Centre stamp on the WP J B form. • Stamp the Centre stamp on the Returnable Question-and-Answerbook. • Put all material in order. WP Cover and Word-processed script first followed by Returnable Question-and-Answerbook. • Return to SEC in blue transmission envelope.

Please Note: If a candidate has been granted the use of a word processor, but decides not to avail of it in the examination, then no WP form should be returned.

DO NOT RETURN any removable media or storage device with word processed scripts – these devices must be handed up to the School Authorities. All word-processed documents must be returned in the normal transmission envelope by the superintendent of the main centre.

8. Returning non-standard scripts

Where a candidate is presenting their work in a non-standard format or medium, all of the examination material produced by the candidate must be collated and labelled by the special centre Superintendent before returning it to the Superintendent of the main centre.

- ▶ The special centre Superintendent will ensure that removable media devices are securely and safely packaged.
- ▶ All such scripts should also have the cover sheet RAOR01 (see Appendix 8) so that they can be easily identified when the package is opened.
- ▶ This applies to candidates who have been granted and used:
 - ✓ A recording device
 - ✓ Modified papers
 - ✓ Enlarged papers
 - ✓ Braille papers
 - ✓ Coloured paper

It is your duty as the Superintendent in the main centre to complete the details required for the **Orange transmission envelope** which is provided for this purpose, (full details in Section 19 Part 5) and to return it to the SEC in accordance with the detailed arrangements set out in the Day-to-Day Instructions. You will use one envelope per candidate and use the appropriate Orange LABEL on the envelope.

Reminder – all non-standard scripts are returned directly to the SEC in the Orange transmission envelope.

Section 6 – Online Marking

The following subjects will be marked online in 2026.

Leaving Certificate	Leaving Certificate Applied	Junior Cycle
Accounting	English and Communications*	Applied Technology
Agricultural Science	Mathematical Applications*	Business Studies
Applied Mathematics	Hotel Catering and Tourism*	Classics*
Art, Visual Studies	Graphics and Construction Studies*	Engineering
Biology	Information and Communication Technology (ICT)*	English
Business	Personal Reflection Task*	French
Chemistry		Geography
Classical Studies		German
Economics		History
Engineering		Home Economics
English		Irish T1
French		Irish T2
Geography		Mathematics
German		Music
History		Religious Education
Home Economics		Science
Irish		Spanish
LCVP (Link Modules)		Wood Technology
Mathematics		
Music (Composing and Listening Core Papers)		
Physical Education		
Physics		
Polish*		
Politics and Society		
Religious Education		
Spanish		
Technology		
All Non Curricular Language Subjects		

*First year of online marking of this subject

It is critical to ensure that candidates complete the front cover of their examination material accurately and to clearly denote:

- ▶ **Their Examination number, Day, Month and Year of birth on the front cover of the returnable question-and-answerbook.**
- ▶ **In the case of Leaving Certificate candidates where they are using the LC answerbook; their Examination number, day, month and year of birth, subject, paper number, level and the language version (English or Gaeilge) that they are sitting.**

Instruct candidates to complete their responses using the spaces provided in the returnable question and answerbooks and in the Leaving Certificate answerbooks, as appropriate, to ensure that all of their responses are captured in the scanning process.

In addition to this, where candidates are using the LC answerbook, please instruct candidates to clearly mark each question number in the space provided and to use a new page for every question.

If candidates write outside of these areas, there is a risk that this will not be seen by examiners.

Supplementary Paper

The returnable **question-and-answerbooks**, and the Leaving Certificate answerbooks have all been designed to allow sufficient writing space for candidates. In line with longstanding SEC practice, you should only supply supplementary paper to candidates who run out of space in which to complete their answers towards the end of the examination session. **Under no circumstances should supplementary paper be provided at the commencement of any examination sessions.**

Pens and Pencils

The examination papers in subjects being marked online will include the following instruction

“Write your answers in black or blue pen. You may use pencil for graphs and diagrams”.

It is **necessary** that candidates use blue or black pen for writing their answers. The use of pencil (including coloured pencil) should be restricted to graphs and diagrams. Candidates should also be reminded that they should not use erasable pens.

If candidates do use pencil for writing, they have been made aware that faint pencil may not be clearly visible to the examiner.

Similarly, candidates have been made aware that they should NOT use gel pens or correction fluid e.g. Tippex.

Note: In instances where a candidate has used a pencil for writing in error, the candidate should never be instructed to rewrite over their answers. Instead, they should be advised to continue in pen and complete the examination paper within the remaining examination time.

Section 7 – Admission Of External Candidates For The Leaving Certificate

Where there are external candidates in your centre, the following procedures should be followed:

- External candidates are required to comply with the school's protocols and health and safety guidelines in place at the time of the examinations.
- External candidates are required to present the letter that they received from the SEC detailing their attending examination centre and proof of identity to you for each examination at which they present. Any one of the following forms of identification is acceptable:
 - Driving Licence
 - Passport
 - Garda I.D. (for over 18s)
 - USIT Student Identity Card
 - Public Services Card.
- They must also sign the Centre Roll when they first present themselves at the examination centre.
- You must ensure that:
 - the name on the I.D. agrees with the Roll - but see highlighted points below.
 - the photograph on the I.D. is a likeness of the candidate.
- External candidates must also sign Form E10A at the start of each examination period. The signature must agree with the signature on the I.D. (Retain the completed Form E10A until the end of the last examination in the centre).
- If, having checked the photograph and signature, you suspect that there may be some irregularity, you should notify the SEC as soon as possible and follow the advice given.
- You should immediately make a verbal report to the school authorities. You will also be required to note this on the Advice list and to make a written report. Return of this Advice list will be arranged through the school authority.
- External Candidates who produce the required documents should be admitted to the examinations provisionally, even if they do not appear on the Centre Roll.
- You should add their name(s) and examination Number(s) to the Centre Roll and then get them to sign it. They should also be instructed to find out their correct centre from the SEC at the earliest opportunity and to attend there for all subsequent examinations.
- **External Candidates who fail to produce I.D. should be allowed to sit for the examination provisionally and told to produce the required documentation for the next examination. In the event that the proper documentation is not produced, contact the SEC immediately.**

N.B. If the external candidate (who fails to produce I.D.) is only doing one examination confirm that they are known to the school authorities. Do not hesitate to contact the SEC if there is any uncertainty.

Section 8 – Making Announcements In Irish

1. In Irish-speaking centres, you should read all notices, including the List of Corrections (if any) for each session, make all necessary announcements and give directions to candidates in Irish. However, you should repeat such notices or announcements in English if you are requested to do so by any of the candidates.
2. In bilingual centres you should read all notices and make all necessary announcements in Irish first and repeat such notices or announcements in English. All enquiries by candidates should be answered in the language in which they are made, i.e. Irish or English, as the case may be.

Section 9 – Guidelines For Conducting The Examination

1. Access to examination centres by persons other than Superintendents, candidates or attendants.

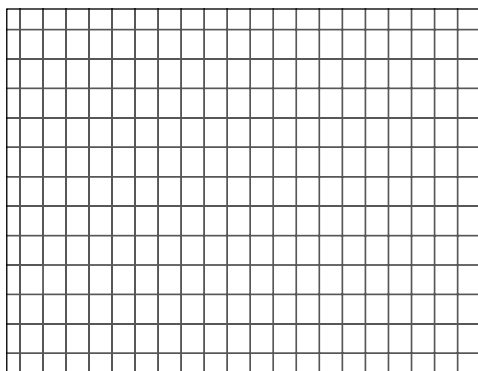
- An Official of the SEC carrying official photo identification has the right of entry to the centre at all times.
 - The Manager/Principal may be present in the centre until the examination gets under way or if requested by you. The attendant may not be in the centre at any time during the examination. Under no circumstances should the attendant be asked to supervise an examination centre in your absence, nor should an examination centre be left unsupervised. See Appendix 1 for the Duties of the Attendant.
 - **N.B. No other person**, (including photographers and/or members of the communications media) shall be permitted to enter the centre after candidates have been admitted. All media/photography enquiries or concerns about media presence should be referred to the Press Officer in the SEC at (090) 644 2832. This includes filming from balconies or through doors.
 - No other person is permitted to have any access to the box of examination papers or the stationery box.
2. You are reminded that you are expected to give your full attention to superintending the examination. The use of mobile phones, personal music appliances or any other devices, reading of newspapers or books, preparation of stationery for subsequent examination sessions, writing letters or engaging in any occupation other than superintending, during the examinations, is incompatible with the proper discharge of your duties.
 3. You are required to ensure that each examination in your centre commences, continues and concludes in an orderly and timely manner. It is vital that candidates are kept under constant and effective supervision throughout an examination.
 4. **N.B. Additional time** has been implemented for the 2026 examinations and full detail on how this is to be implemented is contained in the “Key Changes for 2026” section of these General Instructions and the Day to Day Instructions. We particularly draw your attention to the changes in the times of the aural paper for the languages examinations. This is also detailed in the Day to Day Instructions.
 5. You are reminded that when holding the aural or audio visual test; the room should be quiet and free from external interference in order that the test can be conducted in as acoustically suitable environment as possible. Detailed instructions regarding planning and conducting of the aural and audio visual tests are provided in the Day-to-Day Instructions Part 1 as appropriate.
 6. Do not give any information to the candidates or interpret any information for candidates on the content of the examination papers, the list of corrections or the subject of the examination.
 7. Instruct the candidates to sit at the desk which bears their examination number. They should also be instructed to sit at this desk on each day of the examination. You are not permitted to authorise a candidate to sit an examination in a place other than the official examination centre.

8. You may not authorise any candidate to leave the examination hall until the expiration of thirty minutes from the time at which the examination began. Candidates who have finished their work **at least ten minutes before the time** appointed for the conclusion of the examination may be permitted to leave the centre on handing you (a) their answerbook (where applicable, ensure that candidates have included examination inserts and any additional supplementary answer sheets) and (b) the examination paper. Under no circumstances should a candidate be allowed to leave without returning their examination paper and all parts of their answerbooks and any additional supplementary answer sheets. Please refer to the Day-to-Day Instructions for specific instructions in relation to the arrangements for the return of examination material.
9. Candidates who complete their work **during the last ten minutes of the examination** should be instructed to remain in their seat until you have collected their answerbooks. They should not leave the centre until the time appointed for the conclusion of the examination. Five minutes notice should be given before the expiration of the time allotted for any examination paper (see Timetable), except in the case of aural tests.
10. Inform the candidates that they are required to write their examination numbers, day, month and year of birth and subject of examination clearly on each answerbook and answer sheet.
11. The awarding of time by the Superintendent is only allowed to make up lost time as stated in these instructions. If there are exceptional circumstances which you consider warrant the award of additional time you must contact the SEC for advice. There may also be approved arrangements in place under reasonable accommodation which are already approved by the SEC which in 2026 includes the interim arrangement for additional time.
12. Unless otherwise directed by the SEC, you must attend at the centre at every period of examination in the subjects for which candidates are entered on the Centre Roll.
Should no candidate attend an examination session, you may, in consultation with the school authorities, close the centre 60 minutes after the start time fixed for the examination. However, if you are aware of the existence of very extenuating circumstances (e.g. disruption of public transport or otherwise) you should wait for a reasonable further period to allow candidates to present themselves for examination.
13. Timetable clashes - In general, you will have received notification in your Superintendent's envelope, regarding candidates who have to sit another examination later on the same day due to a timetable clash. However, in the event that a candidate appears to have a subject clash of which you have not been notified, please contact the SEC, Entries Section (Tel: 090-644 2702) for further advice and instructions. Appropriate arrangements for the supervision of the candidates are required in all such instances to ensure the integrity of the examinations.
14. Under no circumstances should you lock examination candidate(s) in the examination centre at any time.
15. A candidate may not be permitted to leave the centre and return during the examination period unless you are satisfied that the candidate's need to leave the hall is genuine, (e.g. because of need to visit the toilet, etc.). A candidate who leaves the centre during any period of examination shall not be re-admitted during that period unless the candidate has been in the care of a representative of the school authority or, failing that, in the care of the attendant during the entire period of the absence. The candidate must hand the answerbook and examination paper to you on leaving the centre. You should record on the cover of the answerbook the time of departure from and return to the centre and the reason for the absence; the time lost by the candidate may not be compensated for at the close of the examination period. You should also record this information on the Advice Lists.
16. If in an emergency you need to leave the examination centre for a short period of time (e.g. to visit the bathroom, etc.) the school authorities should be contacted by the attendant. The school authority should then nominate a competent person to take your place for the period of the absence. The attendant should never be left in charge of a centre.

Section 10 – Stationery Requirements

1. Supplementary Graph Paper

The stationery required by candidates is outlined in the Day-to-Day Instructions for each examination. To enable you to recognise graph paper a sample is reproduced below.



Graph (Squared Paper)

Do not issue Graph Answerbooks at the beginning of the examination. Check the Day-to-Day Instructions and only issue this paper in examinations where appropriate and following a request by the candidate. The following details should be recorded when issuing Graph paper.

Record the following information on the top of each Graph Answerbook - (N.B. Do not write over the barcoded areas of the graph supplementary answerbook).

N.B. As most subjects are being marked online, these notes should be made on the cover of the answerbook away from the Candidate examination number and barcodes so that the candidate information is not obscured for scanning.

- ✓ Date and time of issue
- ✓ Your initials
- ✓ The Centre Number stamp
- ✓ Instruct candidates to record their Examination number, day, month and year of birth and subject name on the front cover, and to write the question numbers in the space provided on the supplementary answerbook.

2. Supplementary Answerbooks

Please also see page 20 of these instructions for further details on supplementary stationery.

You may supply Supplementary Answerbooks to candidates who require extra paper to complete their answers only when they run out of space in the main answerbook.

Do not distribute additional paper at the beginning of the examination. Do not pre-stamp answerbooks or other stationery. It should be stamped only as required. Never give out more stationery than is needed.

Record the following information on the top of the cover of the supplementary answerbook – (N.B: Do not write in areas where there is a barcode or where the candidate needs to complete).

- ✓ Date and time of issue
- ✓ Your initials
- ✓ The Centre Number stamp

- ✓ Instruct candidates to record their Examination number, day, month and year of birth and Subject name on the front cover, and to write the question numbers in the space provided on the supplementary answerbook.

Ensure that supplementary answerbooks are handed up at the end of each session. You must ensure all stationery distributed in the examination is collected.

Section 11 – Shortage Of Examination Papers

If at any stage you discover that you do not have sufficient examination papers for the candidates presenting for examinations, you have a number of options to get extra examination papers:

- ▶ you can get them from another Superintendent in a neighbouring centre.
- ▶ you can ask the School Authorities to contact the SEC at **(090) 644 2759**.

Any time lost in providing extra examination papers should be compensated at the end of the examination. A separate report of any such occurrence should accompany the Centre Roll.

If examination papers have to be photocopied you should note this on the appropriate Advice List.

Irish Versions of Certain Question Papers

Superintendents, when checking the box of Question Papers on Tuesday 2 June 2026, and the subsequent Sunday, should note that Irish versions have been supplied in all cases where candidates have requested them from the SEC.

Notwithstanding the above, Superintendents should ascertain from school authorities on Tuesday 2 June and Sunday 14 June 2026, whether the copies of the Irish version supplied will be sufficient. If it is considered that they will not be sufficient, additional copies should be requested from the SEC immediately. The full quantities of the English version of the papers have been supplied in all cases.

Bi-Lingual Versions of Certain Question Papers

The following Leaving Certificate Papers are bilingual: French, German, Italian, Russian and Japanese.

Section 12 – Use Of Formulae And Tables Booklets, Drawing Instruments, Electronic Calculators, Geography Aids, Bilingual Dictionaries

1. Formulae and Tables Booklets

Formulae and Tables booklets should be supplied for Mathematics examinations and as specified in the Day-to-Day Instructions booklet. In the case of other subjects, they should be supplied at the candidate's request. Candidates are allowed to use the Formulae and Tables booklet in the subjects listed below:

Leaving Certificate Applied	Leaving Certificate	Junior Cycle
Engineering	Agricultural Science	Mathematics
Mathematical Applications	Applied Mathematics	Engineering
Technology	Biology	Science
Graphics & Construction Studies	Chemistry	Applied Technology
	Construction Studies	
	Technology	
	Design & Communication Graphics	
	Economics	
	Engineering	
	Mathematics	
	Physics	
	Physics & Chemistry	

Candidates are not allowed to use their own Formulae and Tables booklets.

All Formulae and Tables booklets remain the property of the SEC and should be carefully collected and counted after each examination period and returned to the stationery box.

2. Mathematical Drawing Instruments

Candidates may use mathematical drawing instruments for all examinations. The use of science stencils and slide rules is permitted for the examination in the Science and Mathematics subjects.

The use of drawing boards, parallel motion drawing boards and drawing instruments are allowed for subjects requiring the use of drawing paper. See Appendix 3, point 74.

N.B. Ensure that candidates enter their examination number on all drawing sheets issued to them.

3. Electronic Calculators

- ✓ The use of non-programmable electronic calculators is allowed at the Certificate Examinations in accordance with Rule 74 of the Rules and Programmes for Secondary Schools (Appendix 3).
- ✓ The sharing of calculators is not normally permitted, however if you are satisfied that it poses no risk to the integrity of the examination you can allow it (e.g. if one candidate has finished the examination and has no further use for the calculator, it could be provided to another candidate whose calculator has malfunctioned).
- ✓ No allowance will be made for battery or other calculator failure during the examination.
- ✓ Candidates must indicate on their answerbooks the make and model of any calculator(s) used in the examination.

4. Geography Aids

The use of string, thread, a magnifying glass and an opisometer is permitted for the examination in Geography.

5. Bilingual Dictionaries

- ▶ You will be informed by the SEC of the details of candidates who are allowed to use a bilingual dictionary.
- ▶ Where the use of a bilingual dictionary has been certified by the school, or where an external candidate meets the requirement to use a bilingual dictionary, those candidates may use their own dictionaries provided these are free from additional personal notes/notation during the examinations.
- ▶ The bilingual dictionaries must be made available for inspection before the commencement of each examination session and must conform to the following:
 - Candidates may use a bilingual dictionary between the candidate's mother tongue and English or Irish (e.g. Russian-English-English-Russian) but not a monolingual one (e.g. a Russian dictionary where words are explained in Russian).
 - The candidate may use such a bilingual dictionary in all examinations except:
 - an examination in the candidate's mother tongue
 - an examination in Irish
 - an examination in English
 - an examination in a language closely related to the candidate's mother tongue.
- ▶ The bilingual dictionary used must not contain same language explanations or definitions.
- ▶ The use of an electronic dictionary, glossary, wordlist or translator is not permitted.
- ▶ The dictionary used must not contain any additional annotation.
- ▶ Where, during an examination, a candidate is found to be in possession of a dictionary/ wordlist/ glossary which does not conform to the conditions above, you should act in accordance with the instructions that apply where a candidate is found to be in possession of unauthorised books or notes during an examination.

Please see Appendix 3 - Extract from The Rules and Programme for Secondary Schools.

Section 13 – Termination Of An Examination Session

1. Candidates who have finished their work **at least ten minutes before the time** appointed for the conclusion of the examination may be permitted to leave the centre on handing you (a) their answerbook (where applicable, ensure that candidates have included examination inserts and any additional supplementary answer sheets) (b) the examination paper.
Under no circumstances should a candidate be allowed to leave without returning their examination paper and all parts of their answerbooks and any additional supplementary answer sheets. **Please refer to the Day-to-Day Instructions for specific instructions in relation to the arrangements for the return of examination material.**
2. Candidates who complete their work during the last ten minutes of the examination should be instructed to remain in their seat until you have collected their answerbooks. Examination papers that are not a returnable question and answerbook can be retained by the candidate at this point if they wish to do so. They should not leave the centre until the time appointed for the conclusion of the examination.

3. Five minutes notice should be given before the expiration of the time allotted for any examination paper (see Timetable), except in the case of aural tests.
4. If at the commencement of any period of examination a delay has occurred in the general distribution of the examination papers or if a delay has occurred for any other **reason extra time must be allowed** at the conclusion of the period to compensate for the time lost.
To manage time in Junior Cycle examination centres you will give 3 time warnings/ announcements during an examination session as follows:
 - Give a warning with 5 minutes left in the examination (as timetabled).
 - At the timetabled finish time of the examination inform candidates that normal examination time is up and ask those not in receipt of extra time to put up their hands so that you can collect their scripts. Candidates must exit the centre quietly.
 - Allow an additional ten minutes following the timetabled finish time of the examinations for candidates eligible for additional time.
 - After the additional 10 has elapsed inform candidates that the examination is over and they must stop writing.
5. At the conclusion of the examination each candidate should be instructed to enclose all relevant returnable material in the answerbook as appropriate and to remain in their seat until you have collected the answerbook. Please refer to the Day-to-Day Instructions booklet for specific information in relation to what material is to be returned to the SEC.
6. All completed answerbooks and scripts are to be collected by or returned to the Superintendent. No other person, including the attendant or candidates, are permitted to undertake or assist with this task. Superintendents of special and additional time examination centres are not permitted to return completed scripts to the attendant or to any other person other than to you, the Superintendent of the base centre.
7. Ensure that:
 - each candidate has returned the question-and-answerbook and any supplementary stationery.
 - **the candidate's examination number, day, month and year of birth, and the subject of examination is clearly written on each answerbook and answer sheet.**
 - supplementary stationery has been inserted inside the back cover of the main answerbook.
 - any coursework journals, e.g. Leaving Certificate History and Geography are associated to the back of the main answerbook for each candidate – see Day-to-Day Instructions booklet for each subject.
 - only the required material is returned to the SEC – see Day-to-Day Instructions booklet for each subject. **At the end of the examination surplus copies of question papers should be returned to the SEC in the Stationery Box along with the opened examination paper packets.**
8. Tidy up your desk at the end of each examination session to ensure that no unused examination papers or candidate(s) work have been left behind.
9. Any unopened packets of examination papers should not be tampered with. They should be stamped with the Centre Number, and returned to the SEC in the Stationery Box. **Under no circumstances should such packets be opened or the examination papers given away or left in the school.**

Section 14 – Instructions For Completion Of Centre Roll

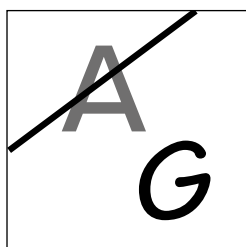
1. You should request each Leaving Certificate candidate, to sign the Centre Roll on the day of his/her first attendance for examination. Each candidate should sign his/her name on the roll using their own pen in the appropriate space beneath his/her name on the left-hand side of the Centre Roll.
2. Junior Cycle candidates are not required to sign the Centre Roll. You should, however, ensure that each candidate knows his/her examination number.
3. External candidates are required to sign the Centre Roll and the signatory list for each exam session.
4. Junior Cycle Centre Rolls are coloured **YELLOW**.
5. Leaving Certificate Centre Rolls are coloured **PINK**.

► Completing The Centre Roll

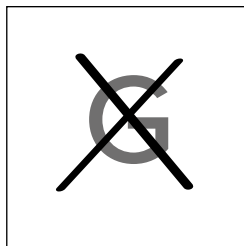
- (a) The Centre Roll for each examination session has the examination numbers and predicted levels of the candidates due to sit in your centre pre-printed thereon.
 - (b) When completing the Centre Roll, please use a **BLACK ballpoint pen**. Do not use any other colour pen or pencil. It is very important that the Centre Roll is completed in a clear and legible manner. Care should be taken to keep the 'Appropriate Letter' within the boundaries of the boxes. The 'Appropriate Letter' is: -
A – Árd/Higher, G – Gnáth/Ordinary, B – Bonn/Foundation, C – Comónta/Common, X – As Láthair/Absent.
- (i) Where a candidate sits the predicted level in a subject, place a tick (✓) beside the level in the box.



- (ii) Where a candidate changes the predicted level in a subject, a **DIAGONAL** line should be drawn through the predicted level. Write the appropriate letter (i.e. A, G, B or C) for the level actually taken neatly and clearly in the same box.



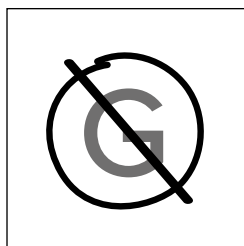
- (iii) Where a candidate does not present for examination in a subject, insert an “X” over the predicted level in the box.



Where a candidate listed on the Centre Roll presents himself/herself for a subject where the predicted level is not indicated please insert the level taken in the appropriate subject box.

- (iv) Where a candidate, not listed on the Centre Roll, sits for an examination in your centre, please insert his/her name and examination number neatly and clearly in one of the appropriate blank spaces and insert the level taken in the appropriate subject box.
- (v) In the event that you mark the roll incorrectly, please circle the contents of the box where the error was made and clarify at the bottom of the roll. The following information should be noted: Examination Number, Subject, Paper, the actual Level taken or Absence.

E.G. Candidate 123456 was predicted to sit Gnáth but was mistakenly marked Absent. The note at the bottom of the roll should read – Candidate 123456 sat Mathematics, Paper 1, Gnáth (or Árd or Bonn, as appropriate).



In the relevant ‘IOMLÁN/TOTAL’ box at the end of the Centre Roll, the total number of candidates who sat each level must be entered for each examination.

Section 15 – Instructions For Completion Of Advice List

- ▶ The Advice List for each examination session has the examination numbers and predicted levels of the candidates due to sit in your centre pre-printed thereon.
- ▶ Check your supply of Advice Lists against the particulars on the Centre Roll to ensure that you have a pre-printed form in respect of each examination session to be held in your centre. **Contact the SEC immediately if you discover that any Advice Lists are missing.**

N.B. A sample Advice List is on page 47 or can be found on the back cover of the Golden Rules leaflet. Also, see Page 48 for dates on which Advice Lists must be returned to the SEC.

▶ Completing The Advice List

1. Advice Lists are used in the SEC to identify and record the attendance and the levels taken at each examination session. These are scanned optically in the SEC to capture the updated information. Therefore, great care should be taken in the completion of these forms. Please avoid any unnecessary markings on these forms.
 - (a) **Please use a BLACK ballpoint pen.** Other colour pens or pencils are incompatible with the technology in use.
 - (b) Where a candidate sits the predicted level, do **not** mark the Advice List.
2. You should only record the following changes which must be contained within the boundaries of the designated box:
 - (i) Where a candidate changes from the predicted level, insert the ‘Appropriate Letter’ i.e. **A, G, B or C** in the column designated for the level actually taken.
 - (ii) Where a candidate does not present for an examination, insert an X in the ‘As Láthair’ column. After each candidate number the words ‘No candidate presented’ should be written in the ‘Notes/Nótaí’ section.
 - (iii) Where a candidate not listed on the Advice List sits for an examination in your centre, insert his/her examination number neatly and clearly in one of the appropriate blank spaces, and the ‘Appropriate Letter’ in the column designated for the level taken.
 - (iv) The IOMLÁN/TOTAL box should show the number of candidates in your centre who took each level and the total number of absentees. The script total for each level must correspond with
 - i. the total on the Centre Roll and
 - ii. the number of scripts being returned to the SEC.
 - (v) If you make a mistake on the Advice Lists then circle the mistake and note it in Notes/Nótaí.

► Notes/Nótaí

The NOTES/NÓTAÍ section of the Advice Lists can be used to record events such as:

- Corrections to Advice Lists
- Candidate(s) with Reasonable Accommodations
- Candidate(s) arriving late
- Candidate(s) sitting in incorrect centre (I.C) or special centre (S.C)
- External (i.e. E10) Candidate(s) with no I.D.
- Temporary absence of candidate from Centre, e.g. illness, toilet, etc.
- Where a candidate changes from either Higher or Ordinary level down to Foundation Level and no paper 2 examination paper applies they should not be marked X (absent) on the Advice Lists for Paper 2 at their original level
- Emergencies or other unusual events
- Examination papers which needed to be photocopied.
- As with previous years the coursework for Leaving Certificate subjects; Agricultural Science, Economics, Physical Education, Computer Science, Classical Studies, Politics and Society, History, Geography, Religious Education and Applied Maths is submitted digitally through the Schools Portal.

Common Errors

The most common errors made by Superintendents in the completion of Advice Lists are:

- Use of other coloured pens – Black ballpoint pen only to be used
- Change of levels not placed in the column designated. It is not sufficient to place in the Notes/Nótaí box as this information is not scanned
- Absences not recorded – including toilet breaks.
- Original Advice Lists only should be returned. Do not use photocopies.
- Unnecessary written marks made on the advice list which can result in candidate's numbers being illegible.

Please ensure that you have read the instructions listed above carefully.

The consequences of these errors can lead to the inability of the SEC to scan the Advice lists which in turn leads to delays and difficulties in the processing of examination results for candidates.

It is therefore critical that the Advice Lists are completed correctly in order to ensure the timely and accurate processing of examination results. Advice lists which are not completed accurately and where persistent errors are found may lead to the non-appointment of Superintendents in subsequent years.

Dates for Return of Advice Lists

The Advice lists must be returned by the school authority to the SEC on the following dates:

Batch No.	Exam Type	Exams sat on:	Post to SEC on:
1	Leaving Cert and Junior Cycle	3 June	Wednesday 3 June
2	Leaving Cert and Junior Cycle	4 June to the 9 June	Tuesday 9 June
3	Leaving Cert Applied	3 June to 11 June	Thursday 11 June
4	Leaving Cert and Junior Cycle*	10 June to 16 June	Tuesday 16 June
5	Leaving Cert	17 June to 23 June	Tuesday 23 June

**Junior Cycle Examinations are finished on Monday 15 June. Where an examination centre closes prior to the dates outlined above, the Advice Lists should be returned to the Examination Aide for transmission to the SEC on the last day.*

The urgent and accurate return of the Advice Lists is essential in ensuring accurate information about candidates' examinations is available to facilitate the earliest possible processing of results.

The Examination Aide in the school will collect the Advice Lists from each Superintendent immediately at the end of the days specified above. The Examination Aide has been provided with a specific envelope for posting advice lists to the SEC.

If the Advice Lists are not collected then it is the responsibility of the Superintendent to bring the Advice lists to the Examination Aide on the days specified above.

The Examination Aide will have the responsibility of posting these to the SEC taking into consideration the posting times above.

Section 16 – Transmission Of Answerbooks To The SEC

All work completed by a candidate must be returned to the SEC.

Under no circumstances should any work completed by a candidate be tampered with or destroyed. Ensure that candidates work does not become misplaced with the unused stationery etc. At the conclusion of each examination period, segregate the candidates' answerbooks into separate bundles for each level of each subject.

Ensure that:

- the Centre Number is stamped on the cover of each answerbook and that all returnable material is enclosed by each candidate.
- within each bundle the answerbooks all face **the same way up**, are arranged in numerical order, lowest examination number on top; highest examination number on the bottom.
- Advice List and Centre Roll are completed in accordance with instructions.
- Letters, medical certificates or other similar documents should be handed to the School Authorities for separate transmission to the SEC.

Envelopes for returning scripts to the SEC

There are five colour-coded plastic transmission envelopes used for the return of scripts as follows:

COLOUR	SHORT DESC.	EXAM	USE FOR	RETURN
GREEN	Standard Transmission envelope	LC/LCA	For the return of Leaving Certificate/LCA standard examination scripts i.e. answerbooks, supplementary answerbooks, Question and Answerbooks, Word Processed (WP) scripts.	Use the Subject Specific Transmission label
BLUE	Standard Transmission envelope	JC	For the return of Junior Cycle standard examination scripts i.e. Question and Answerbooks, supplementary answerbooks, Word Processed (WP) scripts.	Use the Subject Specific Transmission label
MAROON	NCLs, Music Listening Elective and T1 Irish	LC/LCA NCL. Music and T1 Irish	Leaving Certificate/LCA Non-Curricular Languages, Music Listening Elective and Junior Cycle T1 Irish scripts (Please note the Music Listening Elective takes place on Thursday 18 June from 5:00 – 5:45)	Use the Subject Specific Transmission label for NCLs. and T1 Irish Use emergency barcode label for the Music Listening Elective
ORANGE	Non- standard scripts	LC/LCA and JC	Return of Leaving Certificate/LCA and Junior Cycle non-standard scripts i.e. enlarged scripts, modified scripts, braille scripts, audio scripts and scripts completed on coloured paper. WP SCRIPTS SHOULD NOT BE RETURNED IN THIS ENVELOPE.	Use Orange, subject and level specific transmission label which will be provided to you in your Superintendent's envelope.
PINK	Breach of Regulations Pink envelope provided to school		Return of Leaving Certificate/LCA and Junior Cycle scripts; documents; reports, devices, etc, where a breach of regulations is suspected. DO NOT USE THIS ENVELOPE FOR ANY OTHER REASON.	Use Emergency Bar Code Label.

(i) GREEN Transmission Envelope

- Use a separate green transmission envelope for each level.
- GREEN envelopes are supplied for Leaving Certificate and refer to the Day-to-Day Instructions for any special arrangements that may apply to a particular subject.

(ii) BLUE Transmission Envelope

- ▶ Use a separate blue transmission envelope for each level.
- ▶ BLUE envelopes are supplied for Junior Cycle and refer to the Day-to-Day Instructions for any special arrangements that may apply to a particular subject.

Special and Additional Time Centres – Important Note

Do not seal the envelopes until all scripts from special and additional time centres have been added.

IMPORTANT - Word Processed (WP) scripts should be returned in the Green/Blue transmission envelope along with all other scripts from your centre.

- ✓ You are required to remain at your post until all special and additional time centres candidates answerbooks have been returned to you.
- ✓ You are required to post the envelope to the SEC together with the other candidates' examination material.
- ✓ Bear in mind that some special centre candidates may have a reasonable accommodation that allows them to take rest breaks which will inevitably cause a delay in those candidates' examination material being returned to you.
- ✓ Before sealing each envelope check that the quantity of answerbooks recorded in the Total Box on the cover of the envelope agrees with the total number of candidates who sat for the subject level according to the Advice List and Centre Roll. Please refer to the Day-to-Day Instructions when completing the total for Leaving Certificate subjects with coursework.

(iii) MAROON Transmission Envelope

Use a separate Maroon transmission envelope for each level for

- ▶ Leaving Certificate Non-Curricular Languages (see NCL subjects in table below)

Non-Curricular Leaving Certificate Examinations					
Czech	Bulgarian	Croatian	Danish	Dutch	Ukrainian
Estonian	Finnish	Hungarian	Latvian	Maltese	
Modern Greek	Romanian	Slovakian	Slovenian	Swedish	

- ▶ Music Listening Elective
- ▶ Junior Cycle T1 Irish.

Ensure that the barcode label affixed to the transmission envelope is correct for both, the examination and examination paper level which has been sat. This is a common error made by Superintendents. The consequences of these errors lead to delays and difficulties in the processing of examination results for candidates.

(iv) ORANGE Transmission Envelope

- ▶ All non-standard scripts are returned directly to the SEC in the Orange transmission envelope.
- ▶ Where a candidate is presenting an Enlarged Script, Modified Script, Braille Script, Audio Script or Coloured Script, their work must be returned in the Orange envelope. You must ensure that all material presented by the candidate, is securely packaged for safety in transit.
- ▶ A separate A5 padded envelope has been provided in the Superintendent's envelope for the purpose of transmitting the audio removable device where a candidate has completed an audio script, and should be used for each candidate. (The audio removable device is an electronic device to a digital sound-file format. The SEC will accept digital sound recordings in an MP3 file format, preferably on recordable CDs or USB memory sticks).

NB - The Orange transmission envelope containing nonstandard scripts must be posted directly to the SEC using the orange subject transmission labels provided.

(v) PINK Breach of Regulations Envelope.

- ▶ Where a candidate is suspected to have violated the rules laid down for the conduct of the examinations, the candidate's answerbook should be treated as PROVISIONAL and should be placed in one of the **Pink envelopes**.
- ▶ These envelopes must be posted directly to the SEC using an emergency barcode label. **NO OTHER SCRIPTS SHOULD BE RETURNED IN THE PINK ENVELOPE.**

NB: Further details about dealing with suspected Breach of Regulations are in Section 18.

Posting of Packets of Answerbooks

The packets of answerbooks should be sent by post to the SEC with the least possible delay after each examination period (**morning and evening**) has concluded.

It is not permissible to hold packets of answerbooks for multiple examination sessions for later posting to the SEC.

The nearest local Post Office as listed in the Record of Posting book (not Delivery Service Unit, DSU) must be used for the return of answerbooks. In order to maintain traceability of candidates work you must follow all the posting procedures in the 'Record of Posting booklet'.

This booklet should be completed in respect of each visit to the Post Office (See Appendix 5 for further details).

You should take note of the latest posting times (LPT) in your nearest Post Office as they vary depending on the location. Where the LPT is early, every effort should be made to post the packets for the morning session before the afternoon session commences.

1. In exceptional circumstances, where it is not possible to post the answerbooks at the conclusion of the examination session, you must arrange safe custody of the material and return it to the SEC by post at the earliest opportunity thereafter.
2. The stationery box is not an appropriate location for storing completed answerbooks. These should be locked in the examination paper box, noting, however, that in the case of Leaving Certificate centres, this box must be emptied on Friday 12 June in preparation for subsequent collection of examination papers over the weekend.
3. Should this situation of not being able to post material on either of these Fridays occur, the assistance of the school authority should be sought for the safe and secure storage of the examination material over the weekend.
4. Postage must not be paid on any examination material addressed to the SEC. All material should be sent by ordinary post, not parcel post or registered post. Transmission envelopes, will in accordance with the regulations of An Post, be accepted by letter post even though they exceed the maximum weight ordinarily allowed.

N.B. You are personally responsible for forwarding the packets of all answerbooks/envelopes for your examination centre. Receipt of packets will not be acknowledged by the SEC.

Section 17 – Termination Of Examinations At A Centre

1. Closing the Centre

If you receive a notice – see Examination Paper Quantity Notice (EPQN) - from the SEC stating that candidates entered on your Centre Roll are being transferred to another centre for examination in certain subjects you should:

- (i) Inform the candidates in your centre as early as possible about such closures.
- (ii) Close your centre.
- (iii) Hand over the completed Centre Roll and all unused examination material to the superintendent of the centre to which the candidates are being transferred. In advance of the centre closure, it is good practice to consult with the superintendent of the centre where the candidate is transferring with regard to the amount of stationery which may be required.
- (iv) Flag to the superintendent of the centre to which candidates are being transferred details of any subject clashes for the candidates in your centre.
- (v) If special centres are attached to your centre ensure that the special centre superintendent is aware of the closure and the transfer arrangements.
- (vi) Ensure that all material pertaining to the special and additional time centres are furnished to the superintendent of the centre to which the special and additional time centres are being transferred.

Should you find that it may be possible to close a centre at a date earlier than that at which it would normally be closed, **notice should at once be given to the SEC (Tel: 090-644 2791/2895) so that arrangements can be made for the custody of the remaining ‘live’ examination papers.**

The notice must be accompanied by a statement that the candidates, who are marked on the Centre Roll for subjects to be examined at a date later than the proposed closing date, do not intend to present themselves for such subjects.

The statement must be signed by each of the candidates and countersigned by the Manager/Principal of the school at which the candidates attend and returned to the SEC with the superintendent’s Final Report form S.4P.

2. Completion of Final Report

At the conclusion of the examinations, you must transmit to the SEC, on the form supplied for that purpose, a comprehensive Final Report on the arrangements made for the examinations at the centre, and the nature of the accommodation.

You are also invited to make any suggestions based on your experience in that centre. The Final Report must include a plan of the examination centre and, in any case where candidates were moved to other locations, e.g., aural tests, or transferred from other centres, a separate plan must also be provided in respect of each such revised layout.

3. Reasons why a Centre might close

1

All examinations are finished in that centre

(Follow the instructions as per 2 above)

2

Candidates transferred by SEC to another centre

(Follow the instructions in 1 (iii) to (v) and 2 above)

3

You identify it might be possible to close earlier.

(Follow the instruction in 1 (iii) to (vi) and 2 above)

4. Return of Boxes and Documents

MATERIALS TO BE RETURNED TO THE SEC UPON THE TERMINATION OF EXAMINATIONS AT A CENTRE

Boxes to be returned to An Post DSU*		Envelopes to be returned through the nearest Local Post Office	
1	2	3	4
Stationery Box to contain	Examination Paper Box to contain	Centre Roll Envelope	Finance Section Envelope
Mesh Pouches used by special centre Superintendents	Box(es) to be secured with tamper evident security Seal.	Report of Shortage of papers (If Applicable)	Receipts
All used and unused Stationery	Key and lock	The Centre Roll	Superintendent's Form of Account
Examinations paper packets for examinations which have been held		The Signature list for External Candidates (Form E10A)	
Formulae and Table Booklets		The Final Report	
List of Corrections		Miscellaneous Correspondence Reports	
Day-to-Day Instructions		Letters detailing Reasonable Accommodation for certain Candidates	
General Instructions to Superintendents		Letters/notes from school regarding change of levels	
2026 Reasonable Accommodations Publication		Record of Posting Booklet	
Centre Notices			
Centre Stamp and Ink Pads			
Used and unused tamper evident security seals			
Hand Truck			
*Stationery Box, Hand Trucks and the Examination Paper Box should be returned via the designated An Post Delivery Service Units (DSUs)		Envelopes to be returned through the nearest Local Post Office	

Notice should at once be given to SEC on 090 6442791/2892 so that the arrangements can be made for the custody of any "live" papers.

The list of items above are to be placed in the **Stationery Box (Column 1)** and **Examination paper box (Column 2)** at the end of the final examination.

NB: Since Superintendents in the LCA centres do not have a stationery box, they should use the examination paper box for the return of all relevant documents.

- ▶ The An Post depots used for the return of boxes are listed within the Record of Posting Booklet (this can be found in the large Superintendent's envelope. *The boxes should only be returned through these designated An Post Delivery Service Units (DSU)* – N.B. - the designated DSUs do not accept packets of answerbooks or other envelopes (centre rolls, advice list, form of account, etc.). Do not attempt to return anything other than the Stationery or Examination Paper boxes through the designated An Post DSUs.
- ▶ **On closing your centre, ensure that you return your Superintendent box and the examination paper box(es) (i.e. the box(es) which is proper to your examination centre and not one proper to another centre to the State Examinations Commission.**
- ▶ The “Record of Posting booklet ” should be returned in the pre-addressed envelope provided with the title ‘Centre Roll’ along with the items listed above (see list of Offices in the Record of Posting booklet).
- ▶ The “Form of Accounts” should be returned in the pre-addressed envelope provided with the title ‘Financial Section’ along with all receipts securely attached.
- ▶ The “Examination paper box” (or boxes) should be returned to the State Examinations Commission, Cornamaddy, Athlone, Co Westmeath, N37 TP65.

The Return Address for all material is:

State Examinations Commission, Cornamaddy, Athlone, Co. Westmeath. N37 TP65

1. Examination paper boxes being returned must have an **XC** label attached. Superintendents must ensure that there is only one **XC** label on each box, all other labels must be removed. The XC label is contained in your Superintendent Envelope and has an XC pre-fix. Please see Appendix 4 for details of XC and XP labels.
2. Please ensure that all boxes are securely closed & sealed.
3. Hand trucks should be returned in the stationery box where capacity permits. Otherwise, hand trucks must have **XC** label attached and must be presented as single item. Hand trucks must not be tied or strapped to examination boxes.
4. Examination paper boxes and Hand Trucks must be returned to the Delivery Service Unit nearest your school as per the list provided in the receipt of postage book. A member of An Post staff must stamp and sign your posting book.

DO NOT USE XP LABELS ON BOXES OR Hand Trucks

Section 18 – Breach Of Regulations Procedure To Be Followed

1. The SEC and its agents have a duty to all examination candidates to ensure that the examinations are conducted fairly and that all suspected breaches of regulations are duly followed up and investigated. Your role is to ensure that there is appropriate intervention in cases where a breach of regulation is suspected. Your role is to report the incident, in line with the procedures set out.

It is not for you to determine whether or not the incident is or is not a breach of regulations nor to assess the degree to which the regulations have been violated nor to provide information to the candidate of the likely outcome or consequences.

Candidates will be provided with a right of reply when the matter is being investigated by the SEC. Such incidents may be emotive for the candidate so you should manage the situation in a sensitive yet professional manner. You should remain neutral and not make comments about the subsequent process that may be misinterpreted by candidates or misconstrued later.

Likewise, in providing a written report of the incident you should provide factual information not subjective views as to what the candidate did or did not intend. Where a breach of regulation is suspected you should inform the candidate immediately at the conclusion of that examination session.

2. Where a candidate is suspected to have violated the rules laid down for the conduct of the examinations, such as having any books, electronic devices or notes in his/her possession, obtaining aid from, or giving aid to another candidate etc., you should warn him/her that the alleged violation is being reported to the SEC. The candidate should be allowed to continue the examination, except under the circumstances outlined in Paragraph 6 below. If he/she has been detected with any book, note(s) or electronic aids in his/her possession, this/these should be confiscated immediately.
3. Where large candidate envelopes are used, you should write 'PROVISIONAL' on the candidate envelope beside the Centre No. box. You have been supplied with emergency labels in your stationery box and five special Pink envelopes have been sent to the school authority in the Reasonable Accommodation Pack. Should a breach of regulations occur please request an envelope from the Examination Aide or the school authority and return addressed to the SEC.
4. Any books, notes or external aids confiscated should be sealed inside the Pink envelope, together with the answerbook and a full report. A template for the report, Form **BORR01**, has been provided at Appendix 7. You must complete all sections of this report thoroughly. A copy of your report will be provided to the candidate as part of the SEC's investigation of the alleged breach of regulations. You should not make a judgement on the innocence or otherwise of the candidate in the report.
5. The Pink envelope should then be sent directly to Reasonable Accommodation section of the SEC using one of the **emergency barcode labels** supplied.

N.B. Do not return the Pink envelope with the remaining scripts for that centre in the main transmission envelope.

6. A candidate should be expelled from the examination centre only when his/her behaviour is such as to jeopardise the successful conduct of the examination and only in consultation with the School Authority. In such cases, the candidate's answerbook should be taken up immediately by the Superintendent, who should, in the matter of its transmission to the SEC and the furnishing of a full special report, follow the procedure detailed in point 2 above.

Procedures to be followed where a candidate(s) is found in possession of a mobile phone/smart watch/wearable technology electronic device (personal music player, other electronic communication/storage device):

1. Before each examination session, draw the attention of candidates to the notice 'Penalty for Violation of Regulations' particularly the instructions that candidates are not allowed to have mobile phones, smart watches, personal music players, laptops/tablets, electronic pagers or other electronic devices with them in the centre. Arrangements will have been agreed with school authorities for candidates to divest themselves of these devices in advance of each examination.
2. If during the course of an examination:
 - (i) you discover a candidate to be in possession of such a device, whether switched on or not.
 - (ii) a candidate's phone rings/beeps/vibrates and/or receives a text message.
 - (iii) you discover a candidate who is using such a device during an examination.You must confiscate the device and retain it until the end of that examination session.

In the case of these situations

- After the examination, you should report the matter to a representative from the school authority with whom you should examine the specific device to see if it contains examination related material or has been used to access such material
- If you are satisfied that the specific device contains no examination related material, it should be returned to the candidate. The candidate should be warned in respect of the breach in regulations which has occurred and informed that a second offence would result in the device being sent to the SEC.
- If you believe the device contains examination related material or has been used to access such material, the device, together with a full report, in line with Section 18, para.4 (including PIN if applicable) should be sealed inside the padded envelope and placed in the Pink envelope (both have been sent to the school/centre) and returned directly to the Reasonable Accommodation Section in the SEC using one of the emergency barcode labels supplied. Ensure that the device is well protected by placing it in the small padded envelope provided.

Section 19 – Candidates Who Need Reasonable Accommodations

1. General

The scheme of reasonable accommodations at the certificate examinations provides accommodations for students with a complex variety of special educational needs including learning difficulties as well as permanent or temporary physical, visual, hearing, medical, sensory, emotional, behavioural or other conditions. All accommodations will be granted by the SEC prior to the start of the examinations, except in circumstances that arise during the examination period (i.e. medical emergency). For further information on reasonable accommodations, you should also read Reasonable Accommodations at the 2026 Certificate Examinations Implementing Access Arrangements during the Written Examination.

You will receive detailed information from the SEC regarding the accommodations granted to a particular candidate that is assigned to your base centre, when collecting the examination papers.

Depending on the accommodation granted, the candidate may be availing of the accommodations in your centre or in a special and additional time centre within the school. Some of the most common accommodations granted to a candidate include the use of a recording device, the use of a word-processor, access to a reader/reading assistance or access to a scribe and all necessitate the use of an individual or shared special centre. There is also, for the 2026 Examinations, the interim measure of additional time, the details of which are set out on pages 9-11 of these Instructions.

2. Emergencies

At times, issues arise before or during an examination which see a candidate taken ill or suffer an injury. In such cases, you must engage with the school authorities who in turn will inform the SEC. You must ensure that the candidate is chaperoned by a member of the school authority until such time as a definitive decision is taken as to whether the examination will be completed or not. The SEC may permit the candidate to complete the examination later in the day if they are capable or on a deferred date.

For the 2026 Leaving Certificate, a deferred sitting of the Leaving Certificate will be provided under an extension of the emergency provisions of the scheme of Reasonable Accommodations at the Certificate Examinations (RACE Scheme) to support **Leaving Certificate and Leaving Certificate Applied candidates** who experience a serious illness, accident or injury or a close family bereavement at the time of the final written examinations. Access to the deferred sitting will be strictly limited to students unable to sit one or more examination papers in the main sitting. Junior cycle candidates experiencing illness or bereavement at examinations time will continue to be supported in taking their examinations under the existing arrangements as detailed in the RACE 2026 Instructions for schools and in the Reasonable Accommodations at the 2026 Certificate Examinations Implementing Access Arrangements during the Written Examination.

The deferred sitting will commence shortly after the conclusion of the main sitting. The eligibility criteria is very strict for access to the second sitting, which will be strictly applied with due regard for the principles of equity, fairness and integrity which govern all aspects of the examinations system. The conditions of eligibility which apply to each of the grounds of access are set out in governing **Circular S05/26**.

In the event of a bereavement of a close relative, there continues to be flexibility in scheduling an examination to allow a late or early start to an examination scheduled on the day of the funeral but there is also an opportunity to sit a deferred sitting shortly after the main sitting if the need arises.

In the event of a serious medical emergency the Superintendent must inform the school authority immediately who must then inform the SEC at the earliest opportunity.

Arrangements have been put in place for schools to support the reporting of this event to the SEC as soon as possible after the event. The SEC will then engage with the school, who are in the best position to make any alternative arrangements.

Superintendents should avoid making any statements about eligibility or otherwise of candidates for deferred or delayed sittings of examinations. These are matters which will be resolved between the SEC and the school. However, you may be asked to provide information of the events in the centre.

3. For your information: Accommodations That Can Be Approved By School Authorities

Rest Breaks:

To provide for emergency situations and to provide for candidates' medical needs, schools have discretion, to grant rest breaks or rest periods, **not exceeding 20 minutes per examination**, to candidates with significant physical and/or medical conditions.

Rest breaks do not represent additional time in which to complete the examination.

You do not need to and should not apply to the SEC to allow individual candidates to take rest breaks. **However, rest breaks should be considered exceptional and the SEC expects low numbers of rest breaks to be approved in a class group.**

The SEC will intervene with any school if it believes that the discretion to grant rest breaks is being abused.

Breaks should be granted based on the school's knowledge of what is in the best interests of the candidate. Superintendents with concerns about this should contact the SEC on 1800 283 071.

The following rules apply to rest breaks:

- ▶ Candidates will normally be expected to remain in the centre during the rest break. However, there may be a particular need for the candidate to leave the examination centre during the rest break. If this happens you must ensure that the school authority has made a satisfactory arrangement for them to be supervised. Candidates should not be supervised by the attendant.
- ▶ Candidates are not permitted to read, write or complete any other examination related activity during the rest break.
- ▶ During rest breaks the examination paper and script should be closed on the desk.
- ▶ Based on their needs, candidates may take one or more rest breaks during each examination.
- ▶ The total of the rest break(s) granted by the school must not exceed 20 minutes per examination.
- ▶ During a rest break, the clock is effectively stopped for the candidate involved and the time taken during the rest break(s) is added at the end of the examination.
- ▶ The candidate should be accommodated in the main examination centre and must only be in a special or additional time centre if that accommodation has been approved for another reason.
- ▶ Rest breaks must be supervised by the Superintendent or a member of the school authority for the full duration of each rest break.

A signed note from the principal / school authority, must be provided to the Superintendent, authorising standard rest breaks and providing the reason.

In very extreme cases the SEC will consider a request for rest breaks in excess of 20 minutes. Where such

request has been acceded to, the SEC will have furnished prior written approval to the schools. You must request evidence of such approval.

Other accommodations that can be arranged by the school are:

Rest breaks not exceeding 20 minutes as set out above	Ensuring that a candidate with a hearing impairment is positioned close to the Superintendent and/ or to the CD player in the main examination centre for the aural test. You will receive these details in your large superintendents envelope.	Use of a special desk or chair normally used in the classroom.
Allowing the candidate to move/stretch within the centre	Taking of medicine, food or drinks into the examination centre where this is required by the candidate for medical reasons.	Use of low vision aids, magnifiers and reading lamps used normally in the classroom by candidates with visual impairments.
<p>The assistance of a helper in the written examinations to assist a candidate with physical needs in any written examination which requires drawing sheets to be mounted to a board.</p> <p>The subjects in which a helper for the written examinations may be approved are Leaving Certificate Construction Studies and DCG and LCA Graphics and Construction Studies. At Junior Cycle a helper may be approved for Graphics.</p>		

As Superintendent, you may permit any of these accommodations on receipt of a note from the school authorities confirming that the accommodation is required.

The note should be forwarded to the SEC in the envelope bearing the logo 'Centre Roll' after the last examination in the base centre.

4. Accommodating Candidates With Reasonable Accommodations

Candidates in the Main Centre

Depending on the reasonable accommodations granted, a candidate may be sitting in the main centre. There may be specific instructions to be complied with for certain examinations (e.g. near the speaker in an aural test, etc.).

You will receive these details in your large Superintendent's envelope. Junior Cycle Superintendents should note the specific students who are approved for additional time in their centre

Candidates in an individual or shared special centre (including additional time centres)

Candidates who are present in an individual or shared special centre in the school or near the school will appear on the Centre Roll of the base centre. You will supply the Superintendent of the special centre with the material needed for the conduct of the examination. You are responsible for confirming with the special centre Superintendent the subject and level being taken by the candidate(s), prior to the handing of the exam paper to the Superintendent of the special centre.

Special care should be taken in checking and distributing the paper for the session about to commence. It must be placed in the special mesh pouch issued to the Superintendent of the special time centre for the purpose of transferring the paper to these centres. At the end of the examinations in these centres, you

should retrieve the special mesh pouch from the special centre Superintendent and return it to the SEC in the stationery box.

You should also confirm with the special time Superintendent that paper 2 is taken at the same level as paper 1 for Leaving Certificate Mathematics, Irish and English. After each examination session you **must await the script** before sealing the transmission envelope containing the scripts of the base centre.

The special time Superintendent has been instructed to remain in their centre until the scheduled completion of each examination session so as not to disturb candidates in your main centre. On receipt of the script you will complete the Centre Roll before placing the transmission envelope or script in the correct sequence in the same transmission envelope as the other scripts from the base centre.

Candidates in a special centre in a hospital

A candidate may be present in a special centre at a distance from the base centre e.g. hospital. In such circumstances, the Superintendent of a nominated centre in a school near the hospital will supply all necessary material and will accept the script from the Superintendent from the hospital after each examination session. The Superintendent of the nominated centre will note the details on the Centre Roll and Advice List and then place the script in the same transmission envelope as the scripts from his/her centre.

In some circumstances, the Superintendent of the centre in the hospital will obtain all necessary material for the conduct of the examination (i.e. examination papers, examination stationery, etc.) from a designated ordinary centre, normally the candidate's base centre. The Superintendent in the special centre will return the completed answerbook to you as the Superintendent of the base centre at the scheduled completion of each examination session unless otherwise directed by the Commission. It will be your responsibility to return the answerbook to the Commission.

Candidates completing their work on Word Processors

For 2026, each candidate who has been granted the use of a word processor is obliged to complete a cover sheet for each word-processed script that they complete during the examinations. Full instructions relating to this are included in the RACE publication 'Implementing Access Arrangements during the Written Examination.

5. Audio Recording Of Individual Special Examination Centres

To affirm the integrity of the certificate examinations the SEC undertakes audio recording in selected individual examination centres. Should an individual special centre attached to your base centre be selected for recording, you will be notified by the school principal. In such circumstances you will have responsibility for the secure storage of the recording device when not in use.

The special centre Superintendent has been instructed to return the recording device to you at the end of each examination session when returning the completed script. Store the recording device in the Stationery Box until next required in the special centre. Ensure that the stationery box is secured with a tamper evident seal when you leave the base centre e.g. during lunch. Return the recording device to the special centre Superintendent at the start of the next examination session in that centre when they are collecting the examination paper and stationery.

At the end of the final examination session in the special centre return the recording device to the school principal for transmission to the SEC.

Section 20 – Claiming Payment For Your Work

Travelling expenses and subsistence allowances paid to examination contract staff will be in accordance with the regulations which apply to the public service. Further details are in the 2026 **Financial Information for Examinations Contract Staff Bulletin**.

All Superintendents are provided with a form of account in order to claim payment of the daily superintending rates, travelling expenses, subsistence allowances and other expenses from the SEC. The form will continue to contain details of your centre (name, location, duration etc.) however, for Data Protection reasons the form will not contain any personal information.

To ensure timely payment, completed forms of account should be submitted to the Finance Section of the SEC within two weeks of the date of completion of the work. Payments may be delayed if claims are received late or incorrectly completed.

1. You will be required to write in your personal details in the spaces provided. If you are a serving teacher you will also have to include your school details.
2. Please note that inaccurate or incomplete forms of account will be returned to you and payment may be delayed. It is your responsibility to ensure that your PPSN and other personal details are correctly entered and that your forms of account are signed.
3. Postage is prepaid. In the unlikely event that a post office refuses to accept prepaid items, claims for postage must be accompanied by the applicable receipts.
4. Particulars of telephone expenses should be detailed on the form of account (The SEC reserves the right to seek telephone billing information if these costs are higher than would be expected).
5. Any claim made for toll charges, ferry charges etc., must be accompanied by a receipt or statement showing date, time and cost of passage.
6. Other items purchased or claims for non-standard journeys must be accompanied by written approval from the authorising SEC staff member. Items purchased must also be accompanied by a receipt.
7. Payment will not be made where receipts are not provided.
8. At the conclusion of the examinations in your centre, you should complete and sign the form of account (See point 1 to 4 above). The completed form together with applicable receipts and written approval (if payment for purchases was necessary) should be sent to the Finance Section of the State Examinations Commission. All attachments should be secured to the Form of Account. Priority will be given to fully completed forms received in a timely fashion.
9. Travelling expenses and subsistence allowances are payable only in respect of necessary absence from home or headquarters and in accordance with the relevant regulations. All travelling duties should be planned so as to reduce the total amount of travel and subsistence to the minimum consistent with efficiency and in accordance with the relevant Government regulations (i). All official travel should be by the shortest most direct routes and by the cheapest mode of conveyance. Where public transport is used, receipts are required.
10. Travelling expenses incurred by you in respect of travel necessarily incurred in the course of your duties. Where suitable public transport is not available motor travel rates may be paid. The vehicle registration number must be quoted together with the cubic capacity of the engine as reckoned for registration.

11. Where public transport (i.e., train or bus, supplemented if necessary by hired taxi) could reasonably have been used, the amount to be allowed for your own vehicle must not exceed the cost of public transport.
12. Subsistence allowances at the appropriate rates will be paid to you in respect of periods necessarily spent away from home in the following circumstances
- (i) Where a Superintendent is 100 kilometers or more away from home or headquarters, whichever is lesser, a night allowance is payable for each period of 24 hours. An overnight allowance covers a period of 24 hours. Night allowance and day allowance are not payable in respect of the same period. Where an absence includes one or more nights, a day allowance will be paid only if the last period of 24 hours is exceeded by 5 or more hours. If you claim in excess of 14 consecutive overnights, a reduced overnight allowance applies after the 14th night. The cost of travel between the assigned location and your temporary accommodation is not recoupable.
 - (ii) A day subsistence allowance may be payable for an absence on official business that is more than 8 km from an officer's home or headquarters (whichever is the lesser).
 - (iii) If you are less than 8 kilometres away from home or headquarters a subsistence allowance is not payable.
 - (iv) Table of Subsistence Allowance:

Allowance	Rate
Overnight – 24 hour period	€205.53
Long Day Allowance – 10 hours or more	€46.17
Short Day Allowance – 5 to 10 hours	€19.25

Dublin Rate - Where officers encounter difficulties in sourcing suitable accommodation in Dublin within the standard rate, vouched accommodation rate consisting of the vouched costs of accommodation up to a limit of the standard overnight rate (€205.53) plus €46.17 may be paid.

The SEC is unable to pay subsistence allowance claims unless the exact times of leaving home and arriving home each day are stated. If these times are not provided, the form will be returned to you and your payment will be delayed.

13. For the purposes of definition and in keeping with Department of Finance regulations, travelling expenses and subsistence allowances are calculated by reference to the following;
- (i) **Home:** in the case of non-serving teachers this is your normal place of residence.
 - (ii) **Term-time address:** This applies in the case of serving teachers, it is the address you reside at during the school term.
 - (iii) **Headquarters:** your normal place of teaching duty, i.e. the school in which you are currently teaching.
 - (iv) **Assigned location(s):** the centre to which you are assigned for superintending.

In line with the regulations, payments of travel expenses and calculation of entitlement to subsistence allowances are calculated by reference to the lesser of the distance between home/term-time address and the assigned location(s) and headquarters and the assigned location(s). In the case of non-serving teachers (unemployed, retired, etc.) all calculations will be made by reference to the home address.

14. If you require a temporary absence from this assignment to attend an interview you will not be paid for the period of absence. No other temporary absences will be allowed during the examination period.
15. If you are dismissed, you shall have no claim against the SEC for remuneration or expenses.
16. Matters relating to: providing or amending Bank Account Details, PAYE, PRSI and USC deductions are dealt with at www.examinations.ie under 'Information for Contract Staff'. The 2026 financial Information for Examination contract staff bulletin is also available at; <https://secexaminer.ie/information-for-contract-staff> (Information for Contract Staff – SEC Examiner)
My Future fund (Auto-enrolment) is a new State-sponsored retirement savings scheme for employees who do not already have a workplace pension scheme or an additional pension arrangement. The auto-enrolment scheme will be administered by the National Automatic Enrolment Retirement Savings Authority (NAERSA).
All queries regarding eligibility, enrolment, deductions should be forward directly to NAERSA. For more information, please see link below:
<https://www.gov.ie/en/department-of-social-protection/publications/auto-enrolment-retirement-savings-system-for-employees/#what-is-auto-enrolment>
17. Matters relating to: providing or amending Bank Account Details, PAYE, PRSI and USC deductions are dealt with at <https://secexaminer.ie/> under 'Information for Contract Staff. It also includes the 2026 Financial Information for Examination contract staff bulletin.

WARNING: You should note that ultimately a claim made for travelling and subsistence expenses must be in accordance with the regulations which apply to the Public Service i.e. travelling and subsistence allowances claimed must reflect expenses accrued/ or would be accrued from the lesser distance.

Claims not completed in this manner may be judged to be invalid.

The SEC reserves the right to seek further evidence of details claimed to support the form of account submitted.

(i) Department of Public Expenditure NDP Delivery and Reform Circulars 11/1982, 16/2022, 19/2023 & 04/2026 in relation to Travel and Subsistence regulations, rates and allowances are available on www.gov.ie/circulars

Section 21 – Dignity In The Workplace

Dignity in the Workplace; Anti-Bullying and Anti-Harassment Policy

The State Examinations Commission (SEC) is committed to maintaining an environment that encourages and supports the right to dignity at work. All individuals, whether directly employed or contracted by the SEC, are expected to respect the right of each individual to dignity in their working life. All will be treated equally and respected for their individuality and diversity. Bullying, harassment and sexual harassment are unacceptable and will not be tolerated. Contract personnel, engaged for the conduct and delivery of the state examinations, have a duty and a responsibility to uphold the right to dignity in the workplace.

Bullying at work is defined, for the purposes of this policy, as *'repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work'*. Bullying puts at risk the safety, health and welfare of people at work. An isolated incident of the behaviour in this definition may be an affront to dignity, but as a once-off incident is not considered to be bullying. Bullying at work does not include reasonable and essential discipline arising from the good management of the performance of an individual at work or actions taken which can be justified as regards the safety, health and welfare of the employees/contract staff. For example, an individual whose performance is regularly signalled at a level below required targets may feel threatened and insecure in their work but this in itself does not indicate bullying.

Harassment and sexual harassment are defined in the Employment Equality Acts. Harassment; *"any form of unwanted conduct related to any of the discriminatory grounds"* and sexual harassment; *"any form of unwanted verbal, nonverbal or physical conduct of a sexual nature"*, is conduct that in either case has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

Contract staff engaged by the SEC have the right to be treated with dignity and respect in the course of their duties and not to have their safety, health or welfare put at risk through bullying or harassment by other staff of the SEC (contracted or directly employed) or by other persons. They have a right to complain if bullied or harassed and not to be victimised for so doing. They also have a right to be represented in raising complaints of bullying or harassment with the SEC.

Just as contract staff have a right to dignity at work, they also have a duty to respect the same right for others. Contract staff should, in their dealings with other contract staff and with direct employees of the SEC, conduct themselves in a manner that respects the dignity of those persons. Contract staff should also cooperate in supporting these rights by providing any relevant information when an allegation of bullying or harassment at work is being investigated, whether at informal or formal stage.

The State Examinations Commission (SEC) has adopted an anti-bullying and anti-harassment policy that applies to the Civil Service "Dignity of Work" - the Civil Service wide policy on harassment, sexual harassment and bullying in the work place, in dealing with complaints of bullying and harassment from among its contract staff. A copy of the policy is available from the Information for Contract Staff Section of www.examinations.ie.

Section 22 – Protected Disclosures Procedures

MAKING A PROTECTED DISCLOSURE REFERS TO A SITUATION WHERE A WORKER DISCLOSES INFORMATION IN RELATION TO WRONGDOING. THIS IS SOMETIMES REFERRED TO AS “WHISTLEBLOWING”.

Following an amendment to Section 22 of the Protected Disclosure Act 2014, DPER issued statutory guidance for public bodies and prescribed persons, in November 2023, regarding the Protected Disclosures (Amendment) Act 2022.

A protected disclosure, as set out in section 5 of the Act, is a disclosure of information which, in the reasonable belief of a worker, tends to show one or more relevant wrongdoings; came to the attention of the worker in a work-related context; and is disclosed in the manner prescribed in the Act.

a) What is a “worker”?

For the purposes of the Act a worker means an individual who has acquired information on a relevant wrongdoing in a work-related context.

b) For the purposes of the Act, the following are relevant wrongdoings:

- that an offence has been, is being or is likely to be committed;
- that a person has failed, is failing or is likely to fail to comply with any legal obligation, other than one arising under the worker’s contract of employment or other contract whereby the worker undertakes to do or perform personally any work or services;
- that a miscarriage of justice has occurred, is occurring or is likely to occur;
- that the health or safety of any individual has been, is being or is likely to be endangered;
- that the environment has been, is being or is likely to be damaged;
- that an unlawful or otherwise improper use of funds or resources of a public body, or of other public money, has occurred, is occurring or is likely to occur;
- that an act or omission by or on behalf of a public body is oppressive, discriminatory or grossly negligent or constitutes gross mismanagement;
- that a breach of specified EU law set out in the Directive has occurred, is occurring or is likely to occur; or
- that information tending to show any matter falling within any of the preceding paragraphs has been, is being or is likely to be concealed or destroyed or an attempt has been, is being or is likely to be made to conceal or destroy such information.

c) “Every public body shall establish and maintain procedures for the making of protected disclosures by workers who are or were employed by the public body and for dealing with such disclosures”.

The SEC is absolutely committed to maintaining an open culture with the highest standards of honesty and accountability where workers can make protected disclosures in confidence. To this end, the SEC has published Protected Disclosures Procedures which are available at www.examinations.ie within the ‘About us’ section.

d) These Protected Disclosure Procedures apply to all workers of the SEC as defined in the Act, which includes current and former employees of the SEC, independent contractors, trainees, agency staff and contract staff. The procedures set out the process by which you can make a disclosure, what will happen when a disclosure is made and what SEC will do to protect a discloser.

You are strongly encouraged to read the Protected Disclosures Procedures and, in the event, that you wish to make a protected disclosure to follow the process described therein.

Section 23 – Child Safeguarding

All Superintendents must be registered with the Teaching Council. The SEC's Child Safeguarding Statement and associated Child Safeguarding procedures for head office and contract staff can be accessed directly from the SEC's website (<https://www.examinations.ie/?l=en&mc=cs&sc=cp>)

Appendix 1 – Duties Of The Attendant

PLEASE ENSURE THAT A COPY OF THESE DUTIES ARE GIVEN TO THE ATTENDANT

1. Assist the Superintendent in the preparation of the examination centre on the day preceding the commencement of the examinations.
2. Attend in time at the examination centre on each morning and afternoon for which examinations are scheduled.
3. Take up a suitable position outside of the door of the examination centre in order to control access to the centre as directed by the Superintendent.
4. **The attendant may not be in the centre, unless summoned by the Superintendent, during the period of the examination or during the distribution of the examination papers. In no circumstances should the attendant engage in (1) distributing examination papers or stationery, (2) undertaking any supervisory duties in the examination centre and (3) the collection of candidates' answerbooks following each examination.**
5. The attendant should not admit any person to the centre other than: -
 - (a) a person known to be a candidate
 - (b) an Official of the Commission carrying identification (which should be inspected)

Note: The Manager/Principal of the school may be in the examination centre until the examination gets under way.

6. The attendant should ensure as far as reasonably practicable that no disturbance (e.g. noise) occurs outside of the centre which would distract the candidates from their work. It may be necessary to seek the assistance of the school authority in controlling noise or other distractions and you should not hesitate to seek such assistance in consultation with the Superintendent. In particular you should note that you should not leave your post as detailed in 7 below.
7. The attendant must not leave their post at the door of the centre for any reason other than when requested by the Superintendent to:
 - (a) summon the assistance of a member of the School authority (e.g. Manager/Principal)
 - (b) accompany a candidate who has been given permission by the Superintendent to leave the examination centre temporarily.
8. The attendant should not engage in any activity which would interfere with the proper discharge of their duties. This includes never undertaking supervisory duties in the examination centre. The use of mobile phones or other electronic devices is not compatible with the duties of the attendant.
9. Subject to the foregoing, the attendant must comply with all relevant instructions issued by the Superintendent for the maintenance of the security and integrity of the examinations.

N.B. Payment to attendants will be arranged through the school and not the Superintendent

Appendix 2 – Education Act 1998

The Education Act 1998, introduces new criminal offences which relate to the certificate examinations. A copy of the relevant provisions is reproduced here for your information.

Education Act, 1998. Part VIII, Offences.

- (1) A person who-
 - (a) knowingly and without lawful authority publishes an examination paper or part of such paper to any other person prior to the holding of the examination concerned,
 - (b) has in his or her possession without lawful authority an examination paper or part of such paper prior to the holding of the examination concerned,
 - (c) carries out any duties relating to the preparation of examination papers and knowingly and without lawful authority provides a candidate for an examination or any other person with information concerning the material prepared by him or her in the course of those duties with the intention of conferring an advantage upon a candidate over other candidates,
 - (d) knowingly and wilfully credits a candidate with higher marks than the marks to which that candidate was entitled with the intention of conferring an advantage on that candidate over other candidates,
 - (e) knowingly and maliciously credits a candidate with lower marks than the marks to which that candidate was entitled,
 - (f) personates a candidate at an examination or knowingly allows or assists a person to personate a candidate at an examination,
 - (g) knowingly and maliciously destroys or damages any material relating to an examination,
 - (h) knowingly and maliciously obstructs any candidate or a person engaged in the conduct of an examination or otherwise interferes with the general conduct of an examination,
 - (i) knowingly and without lawful authority alters any certificate or any other record, including a record in machine-readable form, containing the results of an examination or,
 - (j) knowingly issues or makes use of any certificate or other document which purports to be a document issued by the person or body under whose authority the examination was conducted and to contain the results of an examination knowing that those results are false shall be guilty of an offence.
- (2) A person who knowingly aids, abets, counsels or procures another person to commit any offence under subsection (1) or conspires with another person for the commission of any such offence shall be guilty of an offence.
- (3) A person who is guilty of an offence under this section shall be liable-
 - (a) on summary conviction, to a fine not exceeding €1,905 or (at the discretion of the court) to imprisonment for a term not exceeding six months, or to both such fine and such imprisonment, or
 - (b) on conviction on indictment, to a fine not exceeding €6,350 or (at the discretion of the court) to imprisonment for a term not exceeding two years, or to both such a fine and such imprisonment.
- (4) No action shall lie against an examiner in respect of anything done by him or her in good faith and in pursuance of his or her functions as an examiner.

Appendix 3 – Extract From The Rules And Programme For Secondary Schools

Section XI. – Conduct of Candidates during Examinations

1. It is each candidates' **own responsibility** to note carefully the days and hours, as fixed on the timetable, for the examinations in the subjects in which the candidate intends to present himself/herself.

Candidates are required to attend the examination hall at least half an hour before the examination commences in the subject in which they first present themselves. On subsequent days they are required to be in attendance at least fifteen minutes before the hour stated in the timetable.

Candidates will be responsible for making their own arrangements to ensure timely attendance at the examination centre.

External candidates must sign an attendance roll (Form E10A) at the start of each examination. The signature on this roll **must agree with and appear in the same format as that on the candidate's I.D. Card.**

No candidate will be admitted to the examination in any paper after thirty minutes of the time for that paper have elapsed.

2. No candidate may be authorised to leave the examination hall until the expiration of thirty minutes from the time at which the examination began.
3. A candidate may not be permitted to leave the hall and return during the examination period unless the Superintendent is satisfied that the candidate's need to leave the hall is genuine, (e.g. because of illness, urgent need to visit the toilet, etc.). A candidate who leaves the hall during any period of examination shall not be re-admitted during that period unless the candidate has been in the care of a representative of the school authority or, failing that, in the care of the attendant during the entire period of the absence.

The candidate must hand the answerbook and examination paper to the Superintendent on leaving the hall; the Superintendent should record on the cover of the answerbook the time of departure from and return to the hall and the reason for the absence; the time lost by the candidate may not be compensated for at the close of the examination period. Particulars of any such occurrence should be reported on the appropriate Advice List.

4. A candidate who leaves the examination hall before the expiration of any period of examination must surrender his/her examination paper and answerbook to the Superintendent.
5. A candidate must occupy during the entire examination the place first assigned to him/her by the Superintendent, unless otherwise directed by the Superintendent.
6. A candidate should raise his/her hand if he/she wishes to attract the attention of the Superintendent during the examination. It is the candidate's responsibility to ensure that he/she brings to the attention of the Superintendent if he/she has not been provided with the level of the examination paper at each examination that he/she is due to take.
7. No candidate shall write his/her name on any answerbook or other paper supplied. The candidate's number should be entered on every envelope, answerbook, map, drawing, or sheet of square paper used. Candidates should not commence writing until instructed to do so by the Superintendent.
8. A candidate must enter on the envelopes and answerbooks used by him/her the particulars required as to subject, etc.

9. You must hand the packet to the post office official. The official will remove Tab B and affix it to a post office record sheet. The official must stamp your Record of Posting Booklet opposite the matching Tab A.
10. A candidate shall not bring into the examination hall, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room –
 - (a) any book or paper (save his/her I.D. card, where such is required, the examination paper, and such answerbooks, etc., as shall have been supplied to him/her by the Superintendent); or
 - (b) any memorandum, notes or mobile phone, electronic address book, data bank, etc, except a calculator as permitted under the regulations or bilingual translation dictionary where its use has been approved.
11. In the case of Art examinations of a practical nature (i.e. drawing, craftwork), candidates are permitted to bring such materials into the Examination Hall as may be notified to schools by the Commission.
12. A candidate shall not, while in the Examination Hall–
 - (a) use, or attempt to use, any book, memorandum, notes or paper (save the examination paper and such answerbooks, etc., as shall have been supplied to him/her by the Superintendent and a bilingual translation dictionary where its use has been approved); or
 - (b) aid, or attempt to aid, another candidate; or
 - (c) obtain, or attempt to obtain, aid from another candidate or Superintendent; or
 - (d) communicate, or attempt to communicate, in any way, with another candidate within the centre or by electronic means with a person outside the centre.
13. A candidate
 - (a) shall not write on the examination paper (except where answers are to be written on part of the examination paper itself e.g. in Mathematics) or I.D. card or Formulae and Tables booklet or on any of the mathematical instruments brought with him/her; except where a candidate uses a highlighter pen or underlining as an aid to interpreting the examination paper.
 - (b) shall not write in his/her answerbook anything that is not directly connected with the subject matter of the questions to be answered;
 - (c) shall not remove from the answerbooks any leaf or part of a leaf;
 - (d) shall not take out, or attempt to take out, of the examination hall, any answerbooks, whether used or unused,
 - (e) shall not damage the examination hall or its furniture.
14. A candidate who has finished his/her work at least ten minutes before the time appointed for the conclusion of the examination may be permitted to leave the hall on handing up to the Superintendent (a) his/her answerbook(s) and (b) the examination paper.
15. A candidate who completes his/her work during the last ten minutes of the examination should remain in his/her seat until the Superintendent has collected his/her answerbook(s) and he/she should not then leave the hall until the time appointed for the conclusion of the examination unless permitted to do so by the Superintendent.
16. At the conclusion of the examination each candidate who has not already done so should immediately seal his/her answerbook(s) or envelope and remain in his/her seat until the Superintendent has collected the answerbook(s).

17. A candidate shall, in all matters relative to the examination, submit to, and obey, the directions of the Superintendent.
18. In those subjects in which there is more than one paper, a candidate must take all the papers in a subject from one level, e.g. all papers at Ordinary Level or all at Higher Level. He/she may not be supplied with, or allowed to see, the papers in more than one level in the same subject.
19. Each candidate presenting himself/herself for examination in Construction Studies, Design and Communication Graphics, Engineering, Materials Technology (Wood) or in Technical Graphics is required to bring with him/her a drawing board, T-square, scales, set squares, protractor, compass, pencil, eraser and drawing clips or tape.

Candidates may use mathematical drawing instruments for all examinations. The use of science stencils is permitted for the examinations in the Science subjects. The use of string, thread, a magnifying glass and an opisometer is permitted for the examination in Geography.

Unless otherwise stated in the specific syllabus and on the specific examination paper, the use of calculators is allowed in all examinations and is subject to the following:

- (a) Neither the Department of Education and Skills nor the State Examinations Commission will supply calculators to candidates. Examination centres will not be responsible for the provision of calculators or batteries.
- (b) The proper working condition of the calculator is the responsibility of the candidate. No allowance will be made for battery or other calculator failure during the examination.
- (c) Calculators must be silent and must not require the use of mains electricity supply.
- (d) Calculators may not be borrowed from other candidates during the examination.
- (e) Programmable calculators are prohibited. The term “programmable” includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable.
- (f) Calculators with any of the following mathematical features are prohibited:
 - graph plotting
 - equation plotting
 - symbolic algebraic manipulation
 - numerical integration
 - numerical differentiation
 - matrix calculations
- (g) Calculators with any of the following general features are prohibited:
 - data banks
 - dictionaries
 - language translators
 - text retrieval
 - capability of remote communication

- (h) Candidates must indicate on their answerbooks the make and model of any calculator(s) used in the examination.
- (i) Candidates are not allowed to take an instruction manual into the examination hall. This includes instructions printed on the cover of the calculator. Any instructions printed on a casing that cannot be removed from the calculator must be securely covered.
- (j) Candidates may not turn on their calculators until the examination begins.

This rule does not allow a candidate to bring into the examination centre any device that would be otherwise prohibited. In particular, mobile phones, electronic organisers or similar devices are not permitted under any circumstances. (See rule 65.)

- 20. A candidate may be expelled from the examination hall if his/her behaviour is such as to jeopardise the successful conduct of the examination. Submission of material of a pornographic nature or any other offensive material or the inclusion of any cash/cheque in the script may result in the examination in all subjects being disallowed.
- 21. Where the Commission forms the view that there has been a violation of these Rules, it should inform the Department and it will be for the Minister to decide on the penalty to be applied. Where the Minister is of the opinion that any candidate has violated any of these Rules, has attempted to obtain an examination result to which the candidate is not entitled, or has uttered or attempted to utter such a result or has furnished incorrect information in relation to his/her candidature, such candidate shall be liable to be deprived of the examination or of marks, or to have such deduction made as the Minister may think fit from any sum payable in respect of any grant or scholarship obtained by the candidate, according to the opinion which the Minister may form of the gravity of the offence; and the Minister may, if the Minister thinks fit, publish the candidate's name and address, as given in the notice of intention to present for examination, as those of a candidate who has been so deprived and the Minister may, according to the opinion of the Minister as to the gravity of the offence, debar the candidate from entering for any of the examinations run by the Department of Education and Skills for such period as the Minister may determine.

Appendix 4 – 2026 Check List For Superintendents Envelopes

All Envelopes		Tick Box
1	Key/s to Examination Paper Box/s	
2	Centre Stamp and Ink Pad	
3	List Of Corrections	
4	Centre Roll	
5	Examination Paper Quantity Notice (EPQN) – Yellow	
POUCH APPLICABLE FOR ASSIGNED CENTRE		
1	Timetables for centre (either JC, LC or LCA)	
2	Poster for Different Colour Examination Papers Levels for LC and JC	
3	Day-to-Day Instructions (either JC, LC or LCA)	
4	Implementing Access Arrangements During the Written Examinations 2026	
5	External Candidate sign-in booklet (LC Centres only)	
6	Pouch Containing: (1) Subject Specific Transmission Labels for Return of Scripts (2) Instructions on the use of the bar code labels (3) Record Of Posting Book Including List of Post Offices (Pre Fix XP) – Post Office	
7	Pouch Containing Barcode Labels for Return of Boxes (Pre Fix XC) - DSU	
8	Pouch Containing Advice Lists	
9	Pouch containing Candidate Examination Number labels including blanks	
10	Financial Claim Form	
11	Details of Your Partner Centre	
12	Before Your Exam Begins.. poster	
13	Orange Transmission labels for return of non-standard scripts	
IN CENTRES WHERE APPLICABLE:		
1	Notices Re: Clashes of Subjects	
2	Notice Re: Provision of Enlarged Version of the Ordnance Survey Map	
3	Notices Re: Reasonable Accommodations for Certain Candidates	
4	Notices Re: Use of Bilingual Translation Dictionary	
5	Pouch containing envelope for return of NCL scripts	
WHITE ENVELOPE CONTAINING THE FOLLOWING		
1	Return Envelope for Financial Section	
2	Return Envelope for Centre Roll	
3	Final Report Form	
4	Certificate Examinations in Progress Notice For Display outside Exam Centre (2 Copies)	
5	Notice Re: Penalty for Violation of Regulations (2 Copies)	
6	Report on Aural Tests (3)	
7	Duties of Attendant Leaflet	
8	Superintendent Validation Form	
If any of the above items are missing from your envelope, please report to any member of the State Examination Commission staff at the distribution centre.		

Appendix 5 – 2026 Check List For Superintendent’s Stationery Box

A stationery list, which is packed to Centre requirements and may contain all or some of the items below, is included in the box. The quantities are based on the number of candidates per subject being sat in the centre and the number of days that your centre is open, therefore, the contents and quantities will vary from box to box. Where there is an item missing that is required for the examinations you should notify the SEC immediately on 090 644 2702.

Contents for Leaving Certificate Stationery box	Contents for Junior Cycle Stationery box
LC Generic Answerbooks	Supplementary Lined Paper
LC Accounting Answerbooks	Supplementary Graph Paper
Supplementary Lined Paper	Drawing paper
Supplementary Graph Paper	Formulae and Log Table Books
Drawing paper	Blue Transmission envelopes
Formulae and Log Table Books	Large White Envelopes for Graphics
Green Transmission envelopes	Large Blue Envelope for the return of Graphics
White Envelopes for DCG and Construction Studies	Maroon Envelopes for the return of Irish T1 Languages
Large Purple Envelope for the return of DCG and Construction Studies	Orange Envelopes for the return of non-standard material
Maroon Envelopes for the return of Non-Curricular Languages	A5 white padded envelope to secure media devices
Orange Envelopes for the return of non-standard material	Seals
A5 white padded envelope to secure media devices	
Seals	

Appendix 6 – Instructions On Use Of Bar Code Labels

These instructions should be read in conjunction with those on the cover of the enclosed Record of Posting Booklet.

Introduction

1. Each label contains a bar code and associated serial number which is unique to your centre and the subject and level concerned. The SEC's computer system has been programmed to expect the answerbooks from your centre in a packet containing the label unique to the subject and level of that subject. It is imperative that you do not mislabel any packet and that you account for all unused labels as instructed below.

Supply of labels

2. The main set of labels in the packet are pre-printed with the subject and level details for your centre based on the data in our possession at time of going to print.
Some Superintendents may discover that they have a second smaller set of labels which provide for late amendments to the exam entry data.
3. The labels have been supplied on the basis of one for each subject and level. You should be able to fit all answerbooks in one envelope.
In the case of History, you will find that you have been provided with 2 labels for each level to provide for the History course options.
4. The main set of labels is printed in exam date and time order.

“Emergency” supply of labels

5. At the end of the main set you will find four labels which have not been printed with any subject/level details. These are for “emergency” use. For example, they might need to be used where it is discovered at a very late stage that candidates should have been entered for a subject which does not appear on the rolls.

End of each Exam Session

6. Select the correct label and affix it to the packet. Complete the remaining section by confirming the number of scripts enclosed and sign the packet.
7. Remove Tab A from the label and affix it to SECTION A of the enclosed Record of Posting Booklet filling in the subject and level details.

At the Post Office

8. Complete the remaining details regarding post office and time of posting.
9. You must hand the packet to the post office official. The official must remove Tab B and affix it to a post office record sheet. The official must stamp your Record of Posting Booklet opposite the matching TAB A.

Use of “Emergency” labels

10. If you find it necessary to use one of the “Emergency” labels affix it to the packet as above but write the subject and level details on the label.
11. Remove TAB A and affix to **SECTION B of the Record of Posting Booklet**.
Record subject and level details on SECTION B.
12. At the post office follow the instructions as at 8 and 9 above.

Unused Labels

13. Affix TAB A from all unused labels to SECTION C of the Record of Posting Booklet. This may happen for example where all candidates take one level.
It is suggested that you do so at the end of each session. In that way you will eliminate the risk of using the unused label in error for a different subject at the end of the next exam session.
At the end of the last session (i.e. on the last day) affix TAB A from all unused “emergency” labels to SECTION C of the Booklet.

Posting of Answerbooks:

You do not need to, and must not, pay for postage on any examination material addressed to the SEC. The barcodes provide a Track and Trace process and should be used as instructed. Transmission envelopes, will in accordance with the Regulations of An Post, be accepted by letter post even though they exceed the maximum weight ordinarily allowed.

You are personally responsible for forwarding the packets of answerbooks for your examination centre. Receipt of packets will not be acknowledged by the SEC.

Appendix 7 – Emergency Evacuation Procedures For Examination Centres

Conscious of incidents and issues that can arise during the conduct of the written examinations, the SEC reminds schools and Superintendents of the procedures to apply in respect of the evacuation of examination centres/schools in order to ensure the safety of candidates and also to preserve the integrity of the examination system.

Day Before the Examinations Commence

On arrival at the examination centre on the day before the examinations commence the Superintendent must familiarise himself/herself with the school fire regulations and emergency procedures.

First Morning of the Examinations

Check with the special centre Superintendents collecting examination papers from your centre to ascertain if they have been given a copy of this notice by the school authorities. If not, advise them to contact the school authorities to get a copy before the first examination commences.

In an Emergency

The Superintendents **must** take the following action in an emergency such as a fire alarm or other emergency evacuation situation.

- Make sure that the primary focus is on the safety of the candidates.
- Stop the candidates from writing.
- Instruct candidates to leave all question papers and scripts in the examination centre.
- Instruct candidates to leave the room in silence and to remain silent during the interruption as the intention is to return as soon as possible to continue the examination.
- Evacuate the examination centre in line with the school procedures and instructions given by the school authorities.
- Bring the centre roll for main centres when evacuating (**in order to ensure all candidates are present and accounted for**).
- Make sure that the candidates are closely supervised while they are out of the examination centre to make sure there is no discussion about the examination. Candidates should not have access to, or make use of, mobile phones during the interruption.
- Immediately contact the SEC Emergency Number

1800 283 071

to report the incident. SEC will provide guidance on next steps.

- Make a note of the time of the interruption and how long it lasted.
- Following resumption, ensure that candidates are given the full working time set for the examination as outlined in the timetable.
- Make a full report of the incident and of the action taken, and include this with the Superintendent's report on the conclusion of the examinations in the centre.

Appendix 8 – Form BORR01



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Alleged Breach Of Regulations Certificate Examinations 2026 Superintendent's Report

The superintendent MUST read Part 18 of the booklet before completing this form.

CANDIDATE DETAILS

Candidate Examination No. L.C.: J.C.: L.C.A.:

EXAMINATION SESSION DETAILS

Date: _____/_____/_____ Main centre no.: _____
Subject and paper: _____ Level: A/H: O/G: F/B: Common:

DETAILS OF ALLEGED BREACH OF REGULATIONS

The time that the alleged breach was reported/observed: _____

Special examination centre number (if applicable): _____

Nature of the alleged breach:

1. In possession of/control of books, notes, papers, mobile phone, illicit electronic data storage device, etc.:
2. Aiding, or attempting to aid, another candidate:
3. Obtaining, or attempting to obtain, aid from another candidate:
4. Other: _____

Brief description of items (if any) seized by the superintendent: _____

Rest/toilet break(s): Yes: No: If yes, state below the start time and end time of each break:

Break 1	Break 2	Break 3
Time: <input type="text"/> : <input type="text"/> to <input type="text"/> : <input type="text"/>	Time: <input type="text"/> : <input type="text"/> to <input type="text"/> : <input type="text"/>	Time: <input type="text"/> : <input type="text"/> to <input type="text"/> : <input type="text"/>

Member of the school authority notified:

Principal: D. Principal: Exam Aide: Other: _____

Appendix 9 – Form ROAR01



Coimisiún na Scrúduithe Stáit
State Examinations Commission
Corr na Madadh, Baile Átha Luain, Co. na hIarmhí
Cornamaddy, Athlone, Co. Westmeath

Phone/Teileafón: +353-90-644 2781/2/3/4/5
Internet/Gréasán: www.examinations.ie
E-mail/R-phost: race@examinations.ie

FORM RAOR01

State Examinations Commission			
Form to accompany all non-standard scripts i.e. enlarged script, modified script, braille script, audio script, script on coloured paper.			
Exam	Level	Subject	Paper
Centre Number	Special Centre Number (where applicable)		Candidate Number
Please indicate that the following items are being returned			

Enlarged Script	<input type="checkbox"/>
Modified Script	<input type="checkbox"/>
Braille Script	<input type="checkbox"/>
Audio Script	<input type="checkbox"/>
Script on coloured paper	<input type="checkbox"/>

Signed (Superintendent): _____
Date: ___ / ___ / ___

A copy of this form should accompany each non-standard examination script returned.

Please photocopy this form for each non-standard script and use an individual orange envelope for each non standard script returned

- Please ensure that media devices are securely packed. Secure packing means the use of plastic wallet, bubble packing, a stiff cardboard sleeve, etc.

Appendix 10 – WP - Word Processing Forms

NÁ DÉAN FÓTACHÓIP DE SEO
DO NOT PHOTOCOPY



Foirm WP L A

Le húsáid i Scrúduithe na hArdteistiméireachta amháin

Úsáid an fhoirm seo má tá tú ag cur isteach scrípte a rinneadh le Próiseálaí Focal, agus

MURA BHFUIL Freagarleabhar Ardteistiméireachta á chur isteach agat ná Leabhar Ceisteanna agus Freagraí In-aischurtha.

Úsáid **Foirm WP L B** i ngach cás eile.

Ní mór duit foirm ar leith a úsáid le haghaidh **gach** scrípte a dhéantar le Próiseálaí Focal.

Form WP L A

For use in Leaving Certificate Examinations only

Use this form if you are submitting a Word-Processed script, and you are **NOT** also submitting a Leaving Certificate Answerbook or a Returnable Question-and-Answerbook.

Otherwise, use **Form WP L B**.

You must use a separate form for **each** Word-Processed script

Scrúduimhir
Examination Number

--	--	--	--	--	--

Dáta Breithe
Date of Birth

		/		/	
--	--	---	--	---	--

Scríobh 3 Feabhra 2005 mar 03 02 05, mar shampla
For example, 3rd February 2005 is entered as 03 02 05

Ábhar
Subject

Líon na leathanach
Number of Pages
(Incl. this cover sheet)

<i>Leibhéal</i> Level	
<i>Ardleibhéal</i> Higher	<input type="radio"/>
<i>Gnáthleibhéal</i> Ordinary	<input type="radio"/>
<i>Bonnleibhéal</i> Foundation	<input type="radio"/>
<i>Comhleibhéal</i> Common	<input type="radio"/>

<i>Uimhir an Pháipéir</i> Paper Number	
<i>Páipéar 1</i> Paper 1	<input type="radio"/>
<i>Páipéar 2</i> Paper 2	<input type="radio"/>
<i>Obair chúrsa</i> Coursework	<input type="radio"/>

<i>Freagraíodh trí</i> Answered through	
<i>Gaeilge</i>	<input type="radio"/>
English	<input type="radio"/>

Stampa an Ionaid
Centre Stamp



NÁ DÉAN FÓTACHÓIP DE SEO
DO NOT PHOTOCOPY



Foirm WP L B

Le húsáid i Scrúduithe na hArdteistiméireachta amháin

Úsáid an foirm seo má tá tú ag cur isteach scrípte a rinneadh le Próiseálaí Focal, agus **MÁ TÁ** Freagarleabhar Ardteistiméireachta á chur isteach agat freisin **nó** Leabhar Ceisteanna agus Freagraí In-aischurtha.

Úsáid **Form WP L A** i ngach cás eile.

Ní mór duit foirm ar leith a úsáid le haghaidh **gach** scrípte a dhéantar le Próiseálaí Focal.

Form WP L B

For use in Leaving Certificate Examinations only

Use this form if you are submitting a Word-Processed script, **AND YOU ARE ALSO** submitting a Leaving Certificate Answerbook or a Returnable Question-and-Answerbook.

Otherwise, use **Form WP L A**.

You must use a separate form for **each** Word-Processed script

Scrúduimhir

Examination Number

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

Dáta Breithe

Date of Birth

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

Scríobh 3 Feabhra 2005 mar 03 02 05, mar shampla
For example, 3rd February 2005 is entered as 03 02 05

Ábhar
Subject

Líon na leathanach
Number of Pages

(Incl. this cover sheet)

Leibhéal Level	
Ardleibhéal Higher	<input type="radio"/>
Gnáthleibhéal Ordinary	<input type="radio"/>
Bonnleibhéal Foundation	<input type="radio"/>
Comhleibhéal Common	<input type="radio"/>

Uimhir an Pháipéir Paper Number	
Páipéar 1 Paper 1	<input type="radio"/>
Páipéar 2 Paper 2	<input type="radio"/>
Obair chúrsa Coursework	<input type="radio"/>

Freagraíodh trí Answered through	
Gaeilge	<input type="radio"/>
English	<input type="radio"/>

Stampa an Ionaid
Centre Stamp



DO NOT PHOTOCOPY



Form WP J A

For use in Junior Cycle Examinations only

Use this form if you are submitting a Word-Processed script, and you are **NOT** also submitting a Returnable Question-and-Answerbook.

Otherwise, use **Form WP J B**.

You must use a separate form for **each** Word-Processed script

To be completed by the Candidate:

Examination Number

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

Date of Birth

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

For example, 3rd February 2005 is entered as 03 02 05

Subject

Number of Pages
(Incl. this cover sheet)

Level	
Higher	<input type="radio"/>
Ordinary	<input type="radio"/>
Common	<input type="radio"/>

Answered Through	
English	<input type="radio"/>
Gaeilge	<input type="radio"/>

To be completed by the Superintendent:

Centre Stamp



DO NOT PHOTOCOPY



Form WP J B

For use in Junior Cycle Examinations only

Use this form if you are submitting a Word-Processed script, **AND YOU ARE ALSO** submitting a Returnable Question-and-Answerbook.

Otherwise, use **Form WP J A**.

You must use a separate form for **each** Word-Processed script

To be completed by the Candidate:

Examination Number

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

Date of Birth

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

For example, 3rd February 2005 is entered as 03 02 05

Subject

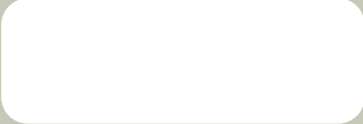
Number of Pages
(Incl. this cover sheet)

Level	
Higher	<input type="radio"/>
Ordinary	<input type="radio"/>
Common	<input type="radio"/>

Answered Through	
English	<input type="radio"/>
Gaeilge	<input type="radio"/>

To be completed by the Superintendent:

Centre Stamp



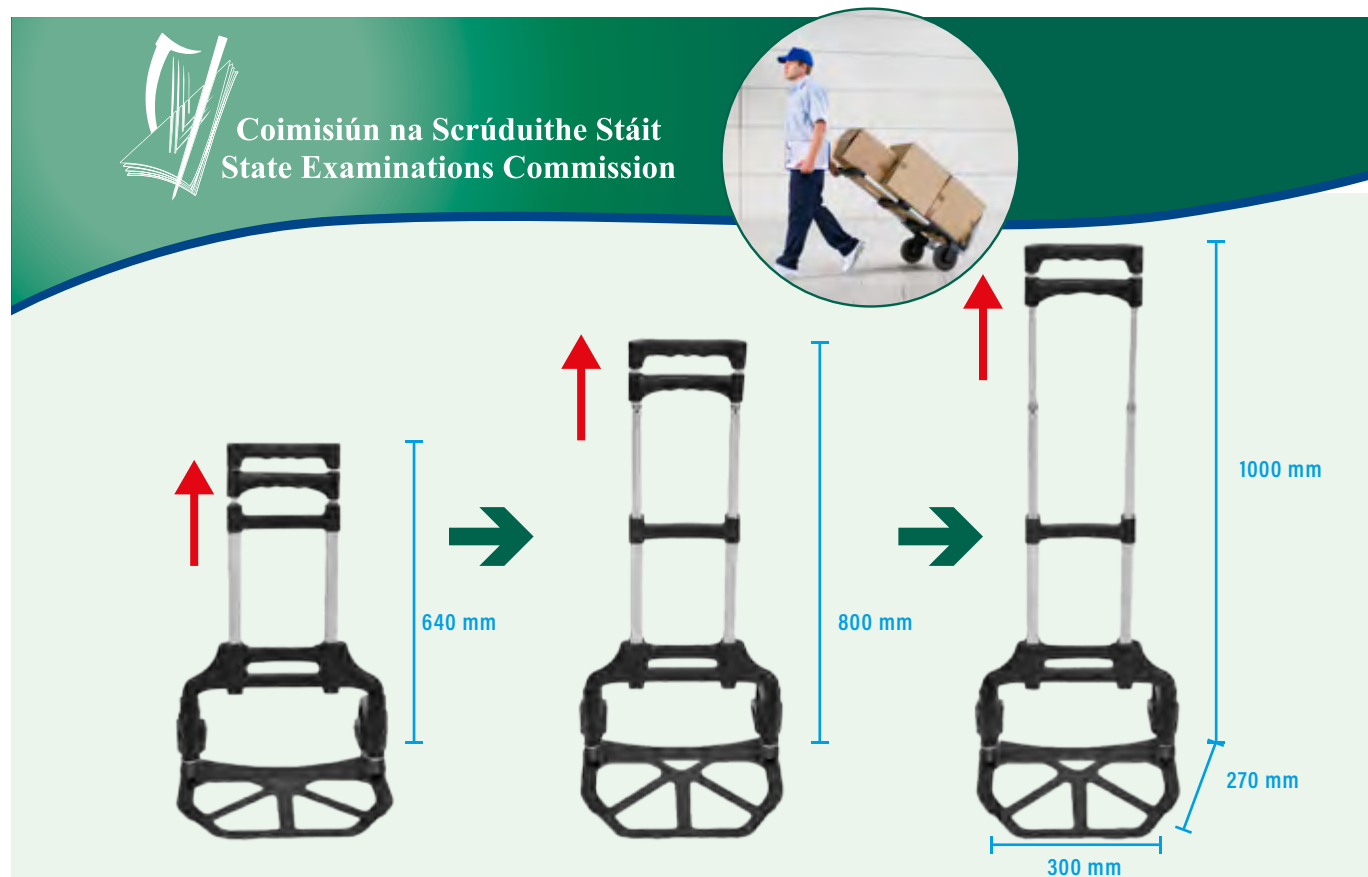
Appendix 11 – Use Of Hand Truck

The **Folding Hand Truck** provided to you has a space-saving, folding design. It fits easily into small storage spaces i.e. Green plastic stationery box or car boot.

It is of Aluminium & PVC construction and includes an elastic strap for securing loads.

- To extend the handle, squeeze the two plastic handle grips with one hand and slide the handle up until it locks.
- Pull down the foot plate to engage the wheels. It comes with an elastic band bungee to help secure loads.
- It has a low profile foot plate which easily gets under boxes or bags to load up to 80kg on level ground. (Not suitable for stairs)
- To fold up, press the handle down and slide the handle into the frame. Fold the nose plate flush with the frame and the wheels will automatically retract into stowed position.
- Never overload and always take care when lifting.

Caution: Bend your knees (not your waist) when lifting and avoid twisting your body





Coimisiún na Scrúduithe Stáit
State Examinations Commission