



Learning Resource Department

Nuala Fee

Tuesday, 13 March 2012

Recommendations re RACE 2011/12 (Reasonable Accommodations in Certificate Examinations to the State Examinations Commission)

Stage 1

Dissemination of Information:

1. Letter to be sent to all parents of students applying for Reasonable Accommodations outlining the process re the distinctive process of RACE at Leaving Certificate level to that at Junior Certificate level. This letter to be sent during the second week in September of fifth year. A reminder follow up letter will be sent during the second last week of March.
2. Explanation as to how the State Examinations Commission operates a simplified devolved application model in relation to the Reasonable Accommodations Scheme at Junior Certificate level. Essentially the Commission accepts the schools confirmation on the form as sufficient evidence to enable the school to confirm an accommodation i.e. Use of a word Processor/ Reader/ Exemption from the Spelling and Grammatical Components in language subjects.
3. Application for Reasonable Accommodations at Leaving Certificate level on the grounds of a specific Learning disability or of a physical disability is completed using a prescribed application form issued by the State Examinations Commission.
4. The form requests the following information :
 - Name of examinations for which the special arrangements are being sought;
 - Reasons for applying for special arrangements;
 - The nature of the special arrangements that are being requested;
 - Particulars of previous Certificate examinations taken by the candidate;



- Details of assessment by the school. It is not necessary to include original samples of testing as directed by the SEC. Individual students scores are included on the application form;
- The Candidate's attendance record;
- The candidate's general ability;
- The candidate's English teacher and two other teachers must rate the candidate's general ability.
- A computer printout of the DATs should be included.
- An up to date Psychologist Report completed within the last two years.
- Three samples of a candidate's written work (original samples) completed under examination conditions from 5th year school examinations. Samples must include work written in English. The sample/s should be an essay of a piece of continuous script of at least A4 page in length.
- Cover Letter to be completed by the Learning Resource Coordinator in support of the application.

Stage 2

Meeting with Parents:

1. A meeting to take place with the Learning Resource Coordinator and Parents/ Students during the first week in April in order to discuss accompanying documentation i.e. samples of work/ up to date Educational Psychological Assessment/ Test Results. And the application process and form.
2. Parents are informed that the candidates' examination certificate of Results will have an asterisk to indicate that the candidate had access to Reasonable Accommodations during their exams.
3. Application forms are issued to the school during the first week in April.
4. The closing date for receipt of completed application forms to the State Examinations Commission and supporting documentation is the last week in May 2011.

Stage 3

Visit to school by Educational Psychologist:

1. Following the completion and submission of this form to the State Examinations Commission an Educational Psychologist attached to the National Educational Psychological Society and employed by the State



Examination Commission will visit the school in order to interview/ access each candidate and their application.

2. It is important to note that there is no guarantee that should students receive Accommodations during their Junior Certificate that this Accommodation will automatically follow through to Leaving Certificate.
3. At Junior Certificate Level Guidelines for the completion of Junior Certificate Reasonable Accommodations applications are strictly adhered to.

Stage 4:

Appeals Process:

1. A letter of confirmation from the State Examinations Commission is issued to all parents informing them of the decision.
2. In all cases where a school / parent or student is dissatisfied with any aspect of the State Examination Commission's decision, they have access to an Independent Appeals Committee. All members of the Appeals Committee are drawn from outside the Commission.
3. Letters in support of the appeal are written by the Head Teacher/ Learning Resource Coordinator/ English Teacher/ Educational Psychologist.
4. Copies of all letters of appeal are sent to parents previous to the lodging of the appeal.
5. On receipt of the appeal decision letter of confirmation re decision of the appeal from the State Examination Commission is sent to parents.
6. On advice from the State Examinations commission a further new appeal can be made providing there is 'significantly new' information.

FOR FURTHER INFORMATION GO TO www.examinations.ie