

RACE SCHEME 2023
LEAVING CERTIFICATE and LEAVING CERTIFICATE APPLIED
NEW ACCOMMODATIONS FORM

Read the 2023 Instructions for Schools before completing this form.
Use this form to apply for new/different/additional reasonable accommodations.
Closing Date: 11th November 2022
Closing date will be strictly applied. Incomplete forms will be returned unprocessed. Supporting documentation must not accompany this form but should be held in the school for inspection.
Return forms by post to:
RA Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath N37 TP65

SECTION 1 CANDIDATE IDENTIFICATION DETAILS

Candidate name: _____

Personal Public Service Number:

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Date of birth: _____

Leaving Certificate **LCA Year 1** **LCA Year 2**

Application Grounds (please tick as appropriate)

Learning **Hearing** **Visual** **Physical**

Previous Examination/Year

Junior Cert 2020 **Junior Cert 2021** **LCA Yr1 2022** **Other** _____

Name of school: _____

School address: _____

Roll number:

School phone no.:

School e-mail address: _____

Form prepared by: _____ **Role within school:** _____

SECTION 2 SUPPORTING INFORMATION/EVIDENCE OF NEED

Provide details below of the interventions that have been put in place as part of a continuum of support for this candidate's educational needs. All sections must be completed.

Please provide details of the interventions and supports in place to support this student to address their difficulties.	
Please specify: the nature of interventions/any particular evidence-based programmes, the form of delivery (SET small group/individual/in-class support, etc.) and the frequency and duration of delivery (for example, 1 session per week with SET/ small group tuition for 1 term, twice per week).	
Student Support File: Y / N	Years covered:
Nature of Intervention:	Form of Delivery, Frequency & Duration:
Nature of Intervention:	Form of Delivery, Frequency & Duration:
Nature of Intervention:	Form of Delivery, Frequency & Duration:
What arrangements are made to accommodate this student for classroom tests and in-house examinations?	
Other:	

Note that, as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.

SECTION 3 LEARNING DIFFICULTY GROUNDS

Refer to section 9.1 of the *Instructions for School* for the relevant eligibility criteria. Complete this form only on behalf of candidates who are eligible in line with the criteria and other conditions of eligibility.

Applications on behalf of candidates with the writing difficulties associated with dyspraxia or dysgraphia may be made on learning difficulty grounds (this section of the form) or on physical difficulty grounds (Section 5) depending on the nature of the candidate's disability. Refer to section 9.4 of the *Instructions for Schools* for further details.

As part of the quality assurance programme, the SEC may consult with the National Educational Psychological Service about this application.

(a) READING ACCOMMODATIONS

EVIDENCE OF ELIGIBILITY

(ensure **all three** test results are included)

(i) Standardised score of word reading:

Subtest	Test Name	Date Administered	Standard Score
Word Reading:			

(ii) Exam papers read to determine error rate and rate of reading:

	Subject	Year	Level read	Intended level*	Word count	No. of errors
Sample 1:	Language of schooling i.e. English or Irish					
Sample 2:	Subject other than a language subject.					
Totals:					≥ 450 ≤ 550	

a) Percentage of errors $\frac{\boxed{\text{Total no of errors}}}{\boxed{\text{Total word count}}} \times 100 = \boxed{} \%$ errors.

AND

b) Rate of Reading $\frac{\boxed{\text{Words read}}}{\boxed{\text{Time in seconds}}} \times 60 = \boxed{}$ words per minute

***N.B. For each sample, the level read, (i.e. Higher, Ordinary, Foundation or Common) must be the same level the candidate intends to sit in the examinations.**

ACCOMMODATIONS RECOMMENDED

Please indicate the accommodation recommended, having regard for the candidate's identified level of need, by placing a ✓ in the relevant box.

READING ASSISTANCE:

The most commonly-used accommodation.
Use in a centre with 2-4 candidates.

EXAM READING PEN:

Option to use in the main centre or in a centre with 2-4 candidates.

INDIVIDUAL READER:

To be recommended only in the most **exceptional** circumstances.

Note that as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.

(b) WRITING ACCOMMODATIONS

EVIDENCE OF ELIGIBILITY

(i) Standardised score of spelling:

Subtest	Test name	Date administered	Standard score
Spelling:			

(ii) Error rate:

	Subject	No. of words written	No. of errors
Sample 1:			
Sample 2:			
	Totals:		

Percentage of errors: $\frac{\text{Total no of errors}}{\text{Total words written}} \times 100 = \boxed{} \%$ errors.

(iii) Speed of handwriting: $\frac{\text{Words written}}{\text{Time in seconds}} \times 60 = \boxed{}$ words per minute

	Name of test	Date administered
Details of handwriting test administered:		

ACCOMMODATIONS RECOMMENDED

Please indicate the accommodation recommended, having regard for the candidate’s appropriately identified level of need, by placing a ✓ in the relevant box.

WAIVER FROM ASPECTS OF SPELLING AND GRAMMATICAL COMPONENTS IN LANGUAGE SUBJECTS (Not applicable to LCA candidates).

Note that the following accommodations preclude the assessment of aspects of spelling and grammatical components in language subjects.

WORD PROCESSOR OR RECORDING DEVICE
(spell check enabled)

SCRIBE - A SCRIBE MUST ONLY BE RECOMMENDED IN THE MOST EXCEPTIONAL CIRCUMSTANCES as the SEC expects that candidates with writing difficulties will use a word processor or a recording device. An application for a scribe must include details below of the impediments to the candidate making use of a word processor or a recording device. It is not acceptable for the candidate to choose not to use either of these aids.

WORD PROCESSOR: _____

RECORDING DEVICE: _____

Note that as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.

SECTION 4 HEARING OR VISUAL* DIFFICULTY GROUNDS

Refer to section 9.2 or 9.3 of the *Instructions for School*. Complete this form only on behalf of candidates who are eligible in line with the criteria and other conditions of eligibility.

Following consultation with the Visiting Teacher Service, outline the reasons for recommending these accommodations for this candidate – do **not** attach Visiting Teacher Report.

HEARING DIFFICULTY ACCOMMODATIONS

Please indicate the accommodation recommended, having regard for the candidate's identified level of need, by placing a ✓ in the relevant box(es).

PERSONAL CD PLAYER IN MAIN CENTRE FOR AURAL EXAMINATION(S)

SPECIAL CENTRE FOR AURAL EXAMINATION(S)

MODIFIED AURAL EXAMINATION IN LANGUAGE SUBJECTS (conducted before the written examinations by an SEC appointed examiner)

EXEMPTION FROM THE AURAL COMPONENT OF LANGUAGE SUBJECTS

EXEMPTION FROM LISTENING COMPONENT OF THE MUSIC EXAMINATION

SIGN LANGUAGE INTERPRETER

STANDARD ORAL FOR HEARING IMPAIRED

EXEMPTION FROM THE ORAL EXAMINATION

***See over for visual difficulty accommodations.**

Note that as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.

VISUAL DIFFICULTY ACCOMMODATIONS

Please indicate the accommodations recommended, having regard for the candidate's identified level of need, by placing a ✓ in the relevant box(es).

ENLARGED EXAMINATION PAPERS

The enlarged examination papers are requested for the following subject(s)

BRAILLED VERSION OF EXAMINATION PAPER (Please select version required)

UEB

The brailled version of examination papers are requested for the following subject(s)

SEB

MODIFIED VERSION FOR VISUALLY IMPAIRED

The modified version of the examination papers are requested for the following subject(s):

READING ASSISTANCE

EXAM READING PEN

INDIVIDUAL READER

WORD PROCESSOR
(spell check disabled)

COLOUR IDENTIFIER

Note that, as part of the quality assurance programme, the SEC may consult with the Visiting Teacher Service.

SECTION 5. PHYSICAL DIFFICULTY GROUNDS (Including physical, medical, sensory, emotional and behavioural conditions)

Refer to section 9.4 of the *Instructions for School*. Complete this form only on behalf of candidates who are eligible in line with the criteria and other conditions of eligibility.

Applications on behalf of candidates with the writing difficulties associated with dyspraxia or dysgraphia may be made on learning difficulty grounds (Section 3) or on physical difficulty grounds (this section) depending on the nature of the candidate's disability. Refer to section 9.4 of the *Instructions for Schools* for further details.

N.B. Section 2 must also be completed.

1. Please provide details of the candidate's difficulties.

2. Please provide details of how the candidate copes with his/her difficulty in day to day schooling and in-house examinations.

3. Provide details of evidence of need collected by the school e.g. medical or other professional reports.

Note that as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.

Indicate the accommodations recommended, having regard for the candidate's identified level of need, by placing a ✓ in the relevant box(es).

WORD PROCESSOR
(spell check disabled)

RECORDING DEVICE

SCRIBE - A SCRIBE MUST ONLY BE RECOMMENDED IN THE MOST EXCEPTIONAL CIRCUMSTANCES as the SEC expects that candidates with writing difficulties will use a word processor or a recording device. An application for a scribe must include details below of the impediments to the candidate making use of a word processor or a recording device. It is not acceptable for the candidate to choose not to use either of these aids.

WORD PROCESSOR: _____

RECORDING DEVICE: _____

Handwriting speed:

To provide a more comprehensive picture of the candidate's difficulties, please ensure that a handwriting speed test is completed for **all** requests for physical writing interventions:

Speed of handwriting ÷ x 60 = words per minute

	Name of test	Date administered
Details of handwriting test administered:		

USE OF DRAWING AIDS

USE OF A SHARED SPECIAL CENTRE

SECTION 6. INDIVIDUAL SPECIAL CENTRE

Candidates approved reasonable accommodations will be assigned to special centres in line with the general conditions set out in Section 5.5 of the *Instructions for Schools*. The SEC will assign candidates to shared special centres unless the specific accommodation granted warrants an individual special centre or if the candidate has a contagious medical condition. In very exceptional circumstances, the SEC will consider a request from a school to assign a candidate to an individual special centre. If the school authority considers that there are exceptional circumstances which warrant the assignment of this candidate to an individual special centre then the following section should be completed setting out the basis for the request. Absolute discretion on the establishment of special centres rests with the SEC and schools, candidate and parents should be aware that this request may be refused if the SEC does not consider that the request is justified.

Note that as part of the quality assurance programme, further evidence of need and history of learning support may be sought from the school.

SECTION 7

APPROVAL

**This form will not be accepted unless signed by the candidate, parent/guardian and principal,
(Original signatures only. Forms with a stamped/photocopied/electronic signature will be returned)**

Incomplete forms will be returned unprocessed.

Parental/Candidate Consent

The attention of parents/guardians and candidates is drawn to the RACE *Guide for Students*

I have read the completed RACE application form in full and I consent to:

- (a) This application being made on my behalf under the RACE scheme;
- (b) The accommodation(s) being applied for on my behalf and to the school making all necessary information available to the State Examinations Commission;
- (c) The release of this form, and any other relevant information, to personnel of the National Educational Psychological Service and/or the Visiting Teacher Service to assist in decision making;
- (d) Audio recording being in operation if I am accommodated in an individual special centre.

Signatures (must be the candidate's and/or parent's/guardian's own signature)

1. Candidate: _____ Date: _____

2. Parent/Guardian: _____ Date: _____

School Endorsement

I have read and understood the 2023 RACE *Instructions for Schools*. I certify that this candidate is eligible for the accommodations recommended in line with the 2023 RACE *Instructions for Schools*, and that the need for support(s) recommended by me has been established in line with these Instructions. I understand that the SEC has the right to review the evidence and information in support of any and all applications. I understand that the SEC has the right to refuse this application if candidate is ineligible and/or is deemed not to have been properly assessed.

School Principal (original signature only, no stamp, e-signature, etc.)

Date

Data Protection

The State Examinations Commission (SEC) is a registered data controller with the Office of the Data Protection Commissioner. Your personal data will be processed in accordance with the provisions of the Data Protection Acts.

The SEC will process your data for the purposes of the administration of your offer of appointment to a contract staff position with the SEC. We will also retain your details and may use these details from time to time to contact you to advise you of recruitment opportunities with the State Examinations Commission.

You have the right to request access to your personal data as well as the right to rectify and, where applicable, erase any inaccurate, incomplete or immaterial personal data processed by the SEC.

Details on the State Examinations Commission Data Protection Notice can be located on our website <https://www.examinations.ie/data-protection/>