

**Subject:**

**Assessment 2016/17 – Substitute Cover Arrangements**

**Circular Number:**  
**2016/21**

**Date of Issue:**  
**20 October 2016**

**Audience:**

- Principals and Boards of Governors of all grant-aided schools;
- Education Authority;
- Council for Catholic Maintained Schools;
- Council for the Curriculum, Examinations and Assessment;
- Comhairle na Gaelscolaíochta;
- Northern Ireland Council for Integrated Education; and
- Teachers Unions.

**Summary of Contents:**

This circular sets out the arrangements for meeting the cost of the provision of substitute cover for the 2016/17 assessment arrangements.

**Enquiries:**

Any enquiries about the contents of this Circular should be addressed to:

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**Governor Awareness:**  
Essential

**Status of Contents:**  
Advice

**Related Documents:**  
Not applicable

**Superseded Documents:**  
Circular 2016/06

**Expiry Date:**  
Not applicable

**DENI Website:**  
<http://www.education-ni.gov.uk>

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## Introduction

1. The purpose of this circular is to provide information for schools on the arrangements for meeting the cost of the provision of substitute cover for the 2016/17 assessment arrangements in relation to Communication, Using Mathematics and Using ICT.

2. Resources will be made available to enable schools to provide substitute cover for teachers involved in the assessment of pupils at the end of Key Stages 1, 2 and 3, i.e. to provide them with non-contact time to carry out their assessments. This provision is available to all schools and replaces the previous provision as set out in DE Circular 2016/06.

3. Resources to meet substitute costs will be available as follows:-

### **Primary Schools (assessment in Communication, Using Mathematics and Using ICT): Key Stage 1 and Key Stage 2**

Classes where fewer than 15 pupils are in the final year of the Key Stage - two days' cover for each teacher.

Classes where 15 or more pupils are in the final year of the Key Stage - three days' cover for each teacher.

Special note: Irish-medium schools and units:-

In Irish-medium schools and units in 2016/17, pupils in the final year of Key Stage 2 will be assessed in Communication in both Irish and English.

*In these schools and units* where classes have fewer than 15 pupils in the final year of Key Stage 2, two days' substitute cover will be available for each teacher.

*In these schools and units* where classes have 15 or more pupils in the final year of Key Stage 2, four days' substitute cover will be available.

## **Post-primary School (assessment in Communication, Using Mathematics and Using ICT)**

One day's cover for each Year 10 class, for each Cross-Curricular Skill, i.e. if a school has four Year 10 classes, up to twelve days substitute cover can be taken (four days for Communication, four days for Using Mathematics and four days for Using ICT).

Special note: Irish-medium schools and units:-

In Irish-medium schools and units in 2016/17, pupils in Year 10 will be assessed in Communication in both Irish and English.

*In these schools and units*, one additional day's cover will be available for each Year 10 class for Communication in Irish.

4. Substitute cover for assessment purposes, up to the limits in paragraph 3, should be booked with a specific cost code; the use of this code will ensure that the cost will be a charge on the assessment substitution budget and not the school's budget:-

- Primary schools should use CCEA short code 05i when booking substitute cover;
- Post-primary schools should use CCEA short code 09i when booking substitute cover.

5. Substitute costs for voluntary grammar schools should be claimed directly from CCEA on form TR140 (CCEA), using code 09i. Preparatory departments should use code 05i. CCEA will then reimburse voluntary grammar schools directly.

**MAGGIE MCGIBBON**

**Assessment and Qualifications Team**