

# Circular S/IF/13/18

February 2018

To: The Principals of Post Primary Schools and Directors of Further and Higher Education Colleges

For circulation to: Examination Officers

## Urgent Notice – Update to S-IF-11-17 issued Feb 2017 Change to return of atypical scripts from May/June 2018 series

In discussions with our online marking provider RM Results, we have identified changes for the return of atypical scripts for online marked components and Irish medium scripts for the May/June 2018 examinations series. The information below will also be inserted into the summer 2018 Invigilator's Diary (Appendix C). Please ensure that your Chief Invigilator and Assistant Invigilators are briefed accordingly.

### 1. Atypical Scripts for Return to CCEA

#### Irish Medium scripts (White Envelope)

When returning the above scripts to CCEA in the **White Envelopes**, please mark for the attention of Orla Kirk - Examinations Processing.

Should you require a label for these scripts, please contact Bernard Trainor in the Distribution team on (028) 9026 1228.

### 2. Atypical Scripts for Return to Restore (Scanning Bureau)

- Scripts with a 'Scribe Cover Sheet' attached ([Blue Envelope](#))
- Scripts with a 'Word Processed Cover Sheet' attached ([Blue Envelope](#))
- Modified Language Script (ML) ([Blue Envelope](#))
- Modified Script A3 size ([Blue Envelope](#))
- Modified Visual Script (MV) ([Blue Envelope](#))

Please return these scripts to Restore, in candidate number order as printed on the advice note.

Ensure all scripts are packaged in the [blue envelopes](#) and ready for collection the day following the examination. Do not leave for collection on the day of the examination.

Note: **Transcriptions are no longer permissible.** A scribe or word processor must be used. Place the cover sheet **behind** the candidate's examination paper.

Please do not return any unused booklets or additional source materials to Restore

If you have any queries regarding the content of this circular please contact:

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