

Brainse an Iarbhunoideachais
An Roinn Oideachais agus Eolaíochta
Cor na Madadh,
Baile Átha Luain,
Co. na hIarmhí.
Fón: 09064-83692



Post-Primary Administration
Department of Education and Science,
Cornamaddy,
Athlone,
Co. Westmeath.
Tel: 09064-83692
Fax 09064-84058

Circular 0099/2007

To: The Management Authorities of Second-level schools

Grants towards the purchase cost of test materials for guidance, learning support and special education needs in second level schools

1. Grants towards the cost of test materials for use in second level schools by qualified guidance counsellors, learning support and special education teachers are available in accordance with the terms of this Circular. The scheme is restricted to the purchase of published tests and the necessary carriage charges associated with the purchase.

For the 2008/09 school year, the grant structure is set out in the following table.

| * No. of Students 2008/2009 | Maximum Amount |
|----------------------------------------|-----------------------|
| Less than 350 | €150 |
| 350 and above | €250 |

*Enrolment as at 30th September 2008

In view of the initial cost incurred by schools in establishing a guidance/learning support or special education needs service, the grant payable may be increased by up to **€150** to meet the cost of tests purchased in the first year in which the grant is paid.

2. Schools wishing to apply for the grant should submit the attached application form, duly completed, to the address below to reach the Department no later than **Friday 19th June 2009**.

Invoices for purchases made should **not** be sent to the Department with the grant application form. Instead, they should be retained on file by the school.

3. A list of tests approved for use in schools in the 2008/2009 school year is attached and is also accessible on the Department website www.education.ie. The list is not prescriptive and is designed to serve as a guide for schools. Other tests which are not listed may also be selected if deemed suitable to meet students' needs. It should be noted that not all tests available for schools include Irish norms and some have not been revised for a number of years. Care should be taken by users to research accurately the suitability and validity of all tests selected and to ensure that the versions chosen are up-to-date. More detailed information about the tests listed can also be accessed via the web-link on page two of this circular.
4. Care should be taken by schools to ensure that testing is only undertaken for appropriate purposes and that tests are administered by personnel trained in the

selection, administration and accurate interpretation of tests. Test results should be used in conjunction with the outcomes of other assessment modes in planning interventions to meet students' individual needs. Decisions to use tests should always be made in accordance with the school's agreed approach to testing, assessment policy and in line with subject and programme planning.

5. Test users should take all reasonable precautions to safeguard test materials and records of test results. In this regard, the use of locked desks or files should be considered a minimal requirement in maintaining test security.
6. School authorities must provide information concerning the tests in use in their schools to Department when requested. Inspectors conducting Whole School Evaluations, subject inspections or programme evaluations may request information about testing and tests used.
7. In administering tests, schools should pay due attention to the requirements of the current legislation particularly the Data Protection Acts 1998 and 2003 and the Department's Circular (Ref: Circular DPAEd 3/89: Data Protection Act 1998).
8. The total grant available to any school in any one year will be in accordance with the table in paragraph 1 irrespective of whether or not grants for previous years were claimed i.e. it is not possible to accumulate grants over a number of years.
9. The payment of grants under this scheme is subject to funds being available. The Minister may alter, modify, or withdraw the scheme at any time, either generally or in the case of a particular school.
10. Correspondence in connection with the administration of this scheme should be addressed to:

Department of Education & Science
Post-Primary Administration 4
Cornamaddy
Athlone
Co. Westmeath

Envelopes should be marked "Test Grant Scheme".

Telephone queries in connection with the scheme may be directed to 09064-83692.

Matthew Ryan
Principal Officer.

September 2008

[Download Application Form](#) (File Format Word 45KB)

[Download Approved Tests for Use in 2007/2007](#) (File Format Word 95KB)