

**Subject:**

**ASSESSMENT 1995/96: SUBSTITUTION  
ARRANGEMENTS**

**Circular Number:**

1996/12

**Date of Issue:**

26 April 1996

**Target Audience:**

- Principals and Boards of Governors of all grant-aided schools;
- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Council for the Curriculum, Examinations and Assessment.

**Summary of Contents:**

This Circular sets out the arrangements for meeting the cost of the provision of substitute cover for the 1995/96 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  
Information for schools

**Related Documents:**

**Superseded Documents:**

None

**Expiry Date:**

Not applicable

**DENI Website:**

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1. This Circular sets out the arrangements for meeting the cost of the provision of substitute cover for the 1995/96 assessment arrangements.
2. Additional resources have been 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, ie to provide them with non-contact time to carry out their assessments and to compile the information required for CCEA (class assessment records and portfolios of work). In the 1995/96 school year participation in the assessment arrangements is voluntary, although the Department hopes that as many schools as possible participate to enable teachers to become familiar with the arrangements before they become statutory in 1996/97. In the 1995/96 school year the additional resources for substitute cover will be available only to those schools participating in the assessment arrangements.
3. Resources to meet additional substitute costs will be available as follows:-

**Primary Schools (assessment in English and Mathematics):** Key Stage 1 and Key Stage 2

Classes where less than 15 pupils are in the final year of the Key Stage - one day's cover for each teacher.

Classes where 15 or more pupils are in the final year of the Key Stage - 2 days' cover for each teacher.

**Secondary Schools (Assessment in English, Mathematics and Science)**

One day's cover for each subject specialist teacher of a year 10 class in each subject.

**Reimbursement of costs**

- 4.1 On school returns, substitute cover for assessment purposes, up to the limits in paragraph 3, should be recorded 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.
- 4.2 Substitute costs for voluntary grammar schools and grant-maintained integrated schools are currently coded as either school-based or centre-based costs. Substitute cover for assessment should be shown on the school return as a centre-based cost but identified with the code "**A**".
- 4.3 For all other grant-aided schools the appropriate cost code will be notified to schools by the relevant Education and Library Board.

**1996/97 Arrangements**

5. The same level of substitute cover will be provided in the 1996/97 school year when assessment becomes statutory; a further Circular detailing the arrangements for recouping the cost will issue in due course.

**L ASHE**  
**Assessment & Examinations Branch**