

Examiner Responsibilities for Online Grade Examinations:

- Ensure that all names, dates of birth, grades being taken, and the record of the previous examinations have been received from the teacher at least **three weeks** prior to the examination.
- Ensure that comments sheets, results record sheets, and certificates have been received from grades@clrg.ie at least two weeks prior to the examinations for completion. The office will submit the comments sheets and results record sheets vial email. The examiner has the option to use the electronic files provided while conducting the exam, or alternatively, can print the sheets out to do the grades manually. However, once the grades are completed, the information must be entered in the electronic files for electronic submission to the office.
- Only Official CLRG Certificates must be used.
- Paperwork must be prepared prior to the examination. See the How To documents that will accompany the Excel exam files.
- Review submitted videos via Dropbox.
- Ensure that Zoom platform is installed.
- A laptop or a computer must be used. The use of a tablet or smartphone will not sufficient to complete the work required.
- Confidentiality must be maintained throughout the examination process.
- The examiner is the only person permitted access to videos and all aspects of the examination process.
- Examiners must not share or show the video content to any unauthorized person including members of their families.
- Child protection considerations are at the top of the list of priorities while conducting online grade exams. Rules around child protection must be adhered

to strictly by examiners and teachers. This includes no screen-shots, no unauthorized sharing, no allowing any family members to be in the room while an examiner is examining, and any other restrictions suggested by An tUdarás Scrúdaithe or CLRG.

- Intellectual property of the teacher/choreographer and dancer privacy is of the utmost importance. No copying, recording, or sharing of material or videos will be allowed.
- Examiners should report any potentially ineligible videos or submissions to the teacher immediately.
- Examiners are required to examine dancers in accordance with An tUdarás Scrúdaithe guidelines for grade examinations, and within the time frame specified by the teacher. Adequate time must be set aside to carry out the required duties with care and consideration.
- The examiner should be intimately familiar and comfortable with the use of Excel and Dropbox, and have the ability to submit files electronically.
- Comments Sheets and Results Sheets must be returned to the teacher within *seven days* of the examination.
- The examiner will complete the online grade exam control sheets in Excel provided by An tUdarás Scrúdaithe, as well as the Grade Exams Results Sheets (one for each school participating), and then email the completed files to the teacher for distribution of comments sheets and results to the dancers and teachers.
- Certificates will need to be completed and posted by the examiner to the teacher.
- Certificates must be posted to teachers as soon as possible within *seven days* of the examination.

- A complete set of results sheets by school should be submitted by the examiner to grades@clrg.ie.
- Copies of results records sheets must also be returned to An tUdarás Scrúdaithe, via grades@clrg.ie within *two* weeks of the examinations.
- Maximum number of grades per day is 50 = 100 videos.

Examiner's Fee:

EUR €300 per day

AUS \$450 per day

USA \$350 per day

CAN \$450 per day

UK £250 per day

- The above fees are for examining 100 videos per day, in addition to a supplemental amount outlined below for the Zoom meeting with the candidates on Oral Irish (Scrúdú Béil) Grades 1-4 in Ireland and general knowledge of ceilí questions, plus completing paperwork.

EUR €100 per day

AUD \$150 per day

USA \$125 per day

CAN \$150 per day

UK £85 per day