

## **AQE 2019-2020**

### **Dates, deadlines and general information for parents/guardians of children entering Primary 7 in September 2019**

1. **GENERAL REGISTRATION** (May-September 2019)
2. **APPLICATIONS FOR ACCESS ARRANGEMENTS** (May-September 2019)
3. **THE ASSESSMENTS** (November 2019)
4. **THE RESULTS** (January 2020)
5. **RE-MARKING** (February 2020)
6. **APPLICATION TO POST-PRIMARY SCHOOLS** (February/March 2020)
7. **AQE OFFICE INFORMATION** (April 2019-March 2020)

## 1. GENERAL REGISTRATION

**Opening date for registration:** Wednesday 1<sup>st</sup> May 2019

**Final date for registration:** Friday 6<sup>th</sup> September 2019

**Cost of registration:** £50 (non-refundable).\*

Registration Forms are available to download and print from the website ([www.aqe.org.uk/how-to-register](http://www.aqe.org.uk/how-to-register)) from Monday 29th April. Hard copies of the Registration Form will be available from any participating AQE Grammar School or the AQE Office. The Guidance Notes attached to the Registration Form should be used to help complete all the necessary sections accurately. Photocopies or black and white printed forms are perfectly acceptable. Further guidance will also be available on our website.

Please be aware that spaces in assessment centres are allocated on a 'first come, first served' basis. School places can begin to fill from as early as two weeks into the registration period. No exceptions can be made by the AQE Office for anyone to the first come first served rule. Parents of children who require a particular centre for any reason should ensure their form is with the office at the beginning of registration.

Parents should normally receive written confirmation of their registration **within four weeks of receipt**. If confirmation is not received, the Registration Form may not have reached the AQE Office and parents should get in touch immediately. We recommend all documentation is sent recorded delivery as we cannot honour lost post unless evidence of postage is provided.

**Late Registration Forms arriving at the AQE Office after 6<sup>th</sup> September 2019 will be considered only if there are clear extenuating circumstances, in which case a late entry fee of £75.00 will be incurred, in place of the original £50.00 fee.** Late entry Registration Forms of candidates entitled to Free School Meals will also be subject to a late entry fee, details of which are obtainable from the AQE Office. Spaces will only be allocated at the discretion of AQE in consultation with assessment centres which have spaces remaining.

*\*The standard fee is waived for families entitled to Free School Meals, but, evidence of their entitlement must be provided with the registration form, in place of payment. This evidence should be a letter of confirmation from the Education Authority or a letter signed by the Primary Principal confirming the candidate is on the school's Free School Meals register. Confirmation of Tax Credits will NOT be accepted as evidence.*

## 2. APPLICATIONS FOR ACCESS ARRANGEMENTS

The 'Application for Access Arrangements Form' (ACC/19) for children who have any physical, learning or medical impairment or whose first language is neither English nor Irish and have spent less than three years in the UK/Ireland, will be generically available on our website ([www.aqe.org.uk/access-arrangements](http://www.aqe.org.uk/access-arrangements)) or from the AQE Office. The application form can, and should, be completed with accompanying evidence attached and sent with the Registration Form. Where this is not possible you can send an application for Access Arrangements at a later date, separate from the Registration Form.

The final date for Access Arrangements applications is **Friday 6<sup>th</sup> September** (the same date that registration closes).

Guidance Notes are available from the AQE website from the end of April 2019 to assist parents in

completing the form ACC/19. These will give a rough guide as to the types of evidence which can be supplied with the application form.

Emergency Access Arrangements will be available for candidates who suffer an injury or unforeseen circumstances, which will affect their physical ability to complete the assessments, between the closing date of registration and the first assessment. Parents requiring an Emergency Access Application Form should contact the AQE Office to request one.

The Access Panel will meet at set dates between June and September 2019; therefore applications are not processed until the next scheduled meeting. Parents are notified of the outcome of their application by letter sent from the AQE Office on the day following the Panel meeting.

When an application is turned down due to insufficient evidence being provided, parents will have an opportunity to send further evidence, in which instance their application will then be resubmitted to the next scheduled panel meeting.

### 3. THE ASSESSMENTS

**Date of Assessment 1:** Saturday 9<sup>th</sup> November 2019

**Date of Assessment 2:** Saturday 23<sup>rd</sup> November 2019

**Date of Assessment 3:** Saturday 30<sup>th</sup> November 2019

All assessments begin at 10.00am and end at 11.00am. Candidates entitled to extra time will have that time added on to the end of the assessments. More detailed information on all aspects of the assessments and what happens on assessment mornings can be found on our website under the section 'The Assessments'.

Each assessment centre will contact their candidates directly at some stage in October to provide specific instructions for the assessment days and to inform them of the date and time of their Familiarisation Day. Please be aware that the details vary from centre to centre. Familiarisation Days are held by each assessment centre and give candidates an opportunity to visit their allocated centre and see where they will be sitting etc.

### 4. THE RESULTS

**Date of issue for results:** Saturday 25<sup>th</sup> January 2020

Results are sent to parents on the date of issue. Results are also sent to the candidate's Primary School and their AQE assessment centre **on the provision of parental permission being granted on the candidate's Registration Form.**

It is the responsibility of parents to notify AQE of any change of address before Monday 20<sup>th</sup> January 2020 at the very latest.

AQE cannot facilitate any alternative arrangements for parents collecting post.

The AQE Office will be open from 2.00pm on Saturday 25<sup>th</sup> January for emergency calls when results have not been delivered successfully for any reason.

## 5. RE-MARKING

**Final date to return a re-mark request form:** Monday 10<sup>th</sup> February 2020

**Dates re-marking takes place:** Thursday 13<sup>th</sup> – Monday 17<sup>th</sup> February 2020

Application forms for a re-mark of all three of a candidate's paper can be requested from the AQE Office following the issue of results.

The cost of a re-mark will be **£20 per candidate** (£10 for those entitled to Free School Meals). This is re-funded if a score changes. All three papers are automatically re-marked.

## 6. APPLICATION TO POST-PRIMARY SCHOOLS

AQE do not process applications for post-primary school places. Any changes of address or changes to choices of schools should be made through the Education Authority.

While AQE do provide a cover form, SC19, for Special Circumstances / Provisions we do not facilitate or process these applications. SC19 is available on our website from December 2019 and should be attached, along with accompanying evidence, to a candidate's Transfer Form which is provided by the Education Authority via Primary School Principals.

## 7. AQE OFFICE INFORMATION (April 2019 – March 2020)

Normal office hours are from 8.00am-4.00pm, Monday-Friday.

Telephone lines are on from 9.00am-12.30pm and from 1.30pm-4.00pm.

*Between 22<sup>nd</sup> July and 16<sup>th</sup> August 2019 the office telephone hours will be 9.00am-12.30pm.*

The AQE Office will be closed on the following dates (all inclusive):

- Monday 6<sup>th</sup> May 2019
- Monday 27<sup>th</sup> May 2019
- Wednesday 10<sup>th</sup> July – Friday 19<sup>th</sup> July 2019
- Monday 26<sup>th</sup> August 2019
- Monday 28<sup>th</sup> October – Friday 1<sup>st</sup> November 2019
- Friday 20<sup>th</sup> December 2019 – Friday 3<sup>rd</sup> January 2020