

MULLAGLASS PRIMARY SCHOOL



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12th May 2020

Dear P6 Parents

Some key information below regarding AQE arrangements.

- **AQE assessments have been rescheduled for the Saturdays of 21st and 28th November, and 12th December 2020.** This will provide pupils with an extra two weeks of preparation compared to the original dates planned before the onslaught of coronavirus.
- Parents and pupils will be encouraged to know that the three paper AQE assessment, with only the best two papers contributing to a candidate's score, is designed to allow pupils to have an "off day". In addition, the Age Standardisation procedure will take into account a lower overall level of performance, thus enabling a lower individual mark to achieve a standardised score of 100. The Special Circumstances procedure will also continue to apply for those pupils who have not performed to the expected standard and have experienced uniquely disadvantageous circumstances in the lead up to, or during, the test period.

AQE 2020-2021

*Dates, deadlines and general information for parents/guardians of **children entering Primary 7 in September 2020***

1. **GENERAL REGISTRATION** (May-September 2020)
2. **APPLICATIONS FOR ACCESS ARRANGEMENTS** (May-September 2020)
3. **THE ASSESSMENTS** (November/December 2020)
4. **THE RESULTS** (January 2021)
5. **RE-MARKING** (February 2021)
6. **APPLICATION TO POST-PRIMARY SCHOOLS** (February/March 2021)

1. GENERAL REGISTRATION

Opening date for registration: Thursday 14th May 2020

Final date for registration: Friday 25th September 2021

Cost of registration: £55

(In the event of the assessments being cancelled by AQE, the fee will be partially refunded (£20). The remaining £35 is non-refundable.)

Registration has moved online via www.aqe.org.uk Electronic copies of the Registration Form will be available from the AQE Office which can be printed and completed by hand. These can be posted into the AQE Office but will take longer to process than the online registration. The Guidance Notes should be used to help complete all the necessary sections accurately. Photocopies or black and white printed forms are perfectly acceptable. Further guidance on completing both online registrations and paper copies will 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 who register online will receive confirmation of their registration via a confirmation screen and also by e-mail. This should provide their child's candidate number but will not confirm their assessment centre allocation. While we will try to provide updates via our website when centres have filled to capacity, we will not be able to provide individual confirmation until government restrictions are eased.

Late Registration Forms arriving at the AQE Office after 25th September 2020 will be considered only if there are clear extenuating circumstances, in which case a late entry fee of £80.00 will be incurred, in place of the original £55.00 fee. Late entry Registration Forms of candidates entitled to Free School Meals will also be subject to a late entry fee of £55.00. 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/20) for children who have a diagnosed or identified significant need requiring a reasonable adjustment to sit the Common Entrance Assessment or whose first language is neither English nor Irish and have spent less than three years in the UK/Ireland, will be available on our website (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 but all documentation must be with the AQE Office **by 4pm on Friday 25th September** (the same date that registration closes).

Guidance Notes are available from the AQE website to assist parents in completing the form ACC/20. 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 October 2020; 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 21st November 2020

Date of Assessment 2: Saturday 28th November 2020

Date of Assessment 3: Saturday 12th December 2020

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'.

4. THE RESULTS

Date of issue for results: Saturday 30th January 2021

Results are sent to parents on the date of issue. Results are also sent to the candidate's Primary School and AQE member schools **on the provision of parental permission being granted on the candidate's Registration Form**. For the 2020/2021 we are also asking permission to share the results with the Education Authority for the purposes of the admissions process. This consent is required if a proposed new online admissions process is ready for 2020/21.

It is the responsibility of parents to notify AQE of any change of address before Monday 25th January 2021 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 30th 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 15th February 2021

Dates re-marking takes place: Thursday 18th - Monday 22nd February 2021

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, SC20, for Special Circumstances / Provisions we do not facilitate or process these applications. SC20 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.

If anyone has any queries, please contact myself at school.

Yours faithfully

Mr P Greenaway

Principal