

AQE 2018-2019

Dates, deadlines and general information for parents/guardians of children entering Primary 7 in September 2018

- 1. GENERAL REGISTRATION** (May-September 2018)
- 2. APPLICATIONS FOR ACCESS ARRANGEMENTS** (May-September 2018)
- 3. THE ASSESSMENTS** (November-December 2018)
- 4. THE RESULTS** (January 2019)
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1. GENERAL REGISTRATION

Opening date for registration: Wednesday 2nd May 2018

Final date for registration: Friday 7th September 2018

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

Registration Forms are available from the website (www.aqe.org.uk/how-to-register) or from any participating AQE Grammar School from the 30th April 2018. 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.

Please be aware that spaces in assessment centres are allocated on a 'first come, first served' basis. Candidates whose registration forms are received towards the end of the registration period (August/September) may have to travel some distance to an available assessment centre, particularly in urban areas.

Parents should normally receive written confirmation of their registration **within three 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 envelopes are sent recorded delivery as we cannot honour lost post unless evidence of postage is provided.

Late Registration Forms arriving at the AQE Office after 7th September 2018 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, however, 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/18) 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) or from the AQE Office. The application form can, and should, be completed with accompanying evidence attached and sent with the Registration Form, however, 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 7th September** (the same date that registration closes).

Guidance Notes are available from the AQE website from the end of April 2018 to assist parents in completing the form ACC/18. 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-September 2018; 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 do 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 10th November 2018

Date of Assessment 2: Saturday 24th November 2018

Date of Assessment 3: Saturday 1st December 2018

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 specific information can be found on our website at <https://aqe.org.uk/the-test/>.

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 26th January 2019

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 21st January 2019 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 26th 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 11th February 2019

Dates re-marking takes place: Thursday 14th – Monday 20th February 2019

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 relevant Education Authority.

While AQE do provide a cover form, SC18, for Special Circumstances / Provisions we do not facilitate or process these applications. SC18 is available on our website from December 2018 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 2018 – March 2019)

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 23rd July and 17th August 2018 the office hours will be 8.00am-12.30pm.

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

- Monday 7th May 2018
- Monday 28th May 2018
- Wednesday 11th July – Friday 20th July 2018
- Monday 27th August 2018
- Monday 29th October – Friday 2nd November 2018
- Thursday 20th December 2018 – Thursday 3rd January 2019