

## **Access Arrangements for the Common Entrance Assessment (CEA): (GS 18 07 2)**

### ***Guidance for Parents of Children whose First Language is neither English nor Irish***

These guidance notes are for parents/guardians who have ticked the box on the Registration Form to indicate that their child's first language is neither English nor Irish and that he/she will have spent less than three academic years in the United Kingdom and/or Ireland before September 2018.

AQE Limited is committed to making reasonable adjustments before the CEA takes place to enable these candidates to sit the CEA.

AQE Limited has established an Access Panel which will consider applications with accompanying evidence from parents/guardians and will decide on access arrangements that may be appropriate. The decision of the Access Panel will be final. It is possible for parents to apply for more than one access arrangement.

***Applications for Access Arrangements (form ACC/18 and accompanying evidence) should be completed and returned to the AQE Office together with the Registration Form or separately as soon as possible thereafter. In any case all applications for Access Arrangements must be returned to the office on or before Friday 7<sup>th</sup> September 2018.***

**Access Arrangements Available for Parents/Guardians of children whose first language is neither English nor Irish:**

1. Extra time up to 25% and/or
2. The use of a bi-lingual translation dictionary. (*An electronic dictionary is not allowed*). If this access arrangement is approved, the candidate must bring his/her own dictionary with him/her on the date of each CEA paper and give it to the person invigilating. The invigilator will return the dictionary to the candidate for use in understanding specific words and take it back after the dictionary has been consulted. The name and address of the owner of the dictionary may be written on it, but it should have no other additional marks or writing and should not contain any additional material. This will be checked by the invigilator.

**Clear and legible evidence must be submitted with an application**

**Appropriate evidence should include:**

1. All dates of entry into UK and/ or Ireland, e.g. from passport, entry Visa or other official document and
2. All dates of enrolment in Primary School or Schools in UK and/ or Ireland, e.g. letter of confirmation from Primary School Principal, on headed notepaper, signed and dated.