

THE ASSOCIATION FOR QUALITY EDUCATION LIMITED

THE IMPLEMENTATION PROCESS

2015/2016

A. THE CEA PROCESS

1. **May/June 2015 – The Registration Cycle Begins**

- There will be advertising to advise parents of the availability of the Registration Forms. Advertising will stress:
 - (a) that parents are free to choose the school in which their child sits his/her assessment but pressure on numbers may result in pupils sitting their assessment in an alternative school;
 - (b) that sitting the CEA in a particular school does not imply a decision to apply to that school.
- Information will be given to all Primary Schools.
- **Registration Forms will be available from 1st May** from participating Grammar Schools, and may be downloaded from the website or obtained from the AQE Office. Some Forms will also be sent to all Primary Schools.
- The AQE Office will be closed on 4th May.
- **The registration process opens on Tuesday 5th May 2015.**
- The Registration Form will contain a section in which parents may apply for Access arrangements to facilitate a candidate to undertake the CEA. A second Form (ACC 15) and guidance notes will then be issued, so that parents may give further details about the particular disability or disadvantage.
- The policy adopted by AQE Limited will not apply to young people with statements of Special Education Needs; they will continue to be assessed by Education and Library Boards.
- The AQE Office will be closed on the 25th May.
- Confirmation is sent to parents through the Admissions Cards which will include the assessment number and the name of the school in which the child will sit the assessment. In the event of one school having too many applicants to sit the assessment, preference will be given to those who had applied earliest. Applicants, who are not able to be accommodated, will be assigned to their second preference school.
It should be noted that, because of the weight of applications at specific times, parents should not expect an immediate confirmation: this could take up to three weeks.

- The AQE Office will be closed 10th-13th July.

2. August/September 2015- Continued processing of applications.

- The closing date for applications will be 11th September 2015.
- The closing date for the return of Access Forms (ACC 15) will be Friday 18th September 2015; however it is strongly recommended that these are returned as soon as possible.
- Schools participating in CEA will be issued with details of the pupils who will be sitting the assessments with them.
- The Access Panel will be meeting in August and September to make decisions on all applications for Access arrangements. Once a decision has been made by the Access Panel, this will be communicated to the candidate's parent/guardian and to the Examinations Officer in the Centre in which the candidate will sit the CEA.

3. October 2015 - School Visits/Access Decisions

- Familiarisation Days/Evenings will be arranged by the AQE schools in advance of the CEA.
- Due to individual parental circumstances, it is possible that some decisions of the Access Panel may not be sent out until the first weeks of October.
- The AQE Office will be closed 26th - 30th October.

4. November 2015 - The Assessments

- Applicants may sit two out of the three papers or all three papers: in the latter case the best two scores will count. **However the three assessment option, which allows for an "off-day", is recommended by AQE Ltd. as giving candidates the best chance of showing their true potential. Each year practically all the candidates sit the three papers.**
- **7th November at 10.00 a.m. – the First Assessment.**
- **21st November at 10.00 a.m. – the Second Assessment.**
- **28th November at 10.00 a.m. – the Third Assessment.**
- A candidate will be eligible for Special Circumstances if his/her performance in the CEA has been affected by circumstances beyond his/her control or if he/she was not able to be present to sit the assessment.

The application form, SC15, for applying for Special Circumstances/Special Provision/Special Cases, as well as accompanying instructions, will be available from the end of September, from any AQE associated school, from the AQE website or from the AQE Office.

Parents should read carefully the requirements set out in the criteria for the grammar schools to which they are applying for their children. Each school will consider claims and decide on the validity of each case. It is essential that medical evidence, educational evidence etc are provided at the correct time and in the format required. Everything should be ready for the Transfer interview with the Primary Principal in early February.

- Marking will take place after each of the three assessments. Each paper will be marked by three markers. A Quality Control Process will also be carried out, ensuring that 20% of the papers is marked again and another 20% is added up again. Marking will be completed by the 4th December.

5. December 2015- Processing of the results.

- In the Office, all papers will be totalled again and all raw scores will be entered on the system.
- The AQE Office will be closed between 18th December 2015 and 4th January 2016.

6. January 2016 - Calculation of Scores and results.

- Admissions criteria of the Post-Primary Schools should be available.
- Age-related adjustments will be made on each assessment, the best two scores will be taken and a mean standard score will be calculated for each candidate.
- Results will be sent to parents to arrive on Saturday 30th January in the form of standard scores.
- Results will be sent to the primary schools in the form of standard scores, along with other general statistical information.

7. February 2016 -Results

- A re-mark facility will be available. **The closing date for applications for this facility will be Friday 5th February (applications which arrive after 5th February will not be accepted and will be returned).**
- Marking of papers identified for re-marking will take place on the 11th, 12th and 15th February.
- Parents will be notified in writing of the decision as soon as possible. Schools will also be notified of any changes in scores.

B. APPLICATIONS TO SCHOOLS

1. February/March 2016 - Pupils apply to Schools

- Post-primary schools will provide time for interviews/discussions.
- Primary principals will hold Transfer Interviews with parents in order to complete the Transfer Forms for post-primary education. It is essential that parents bring to the interview **the original AQE result letter** and ask for it to be attached to the Transfer Form. In addition, any Parents who are applying under Special Circumstances or Special Provision, should also bring to the interview the Form SC14 as well as any evidence, and ask for all the documentation to be attached to the Transfer Form.
- Transfer Forms will be sent to the Education Authority.

2. March/April 2016 - Processing of Applications by schools begins

- Post-Primary schools receive and process the Transfer Forms.
- The AQE Office will be closed on 17th March
- Schools apply academic criteria as agreed by their Boards of Governors.

- Post-primary schools will inform the ELBs of the allocation of places to enable placement letters to be sent.
- The AQE Office will be closed on 25th, 28th and 29th March.

3. May/June 2016 - Pupils allocated to schools

- The AQE Office will be closed on Monday 2nd May,
- Parents will receive information about the allocated school.
- The appeals process will start and would be expected to be similar to the current format.
- The AQE Office will be closed on Monday 30th May.

4 June 2016 - Induction of P7 Pupils into their Post-Primary Schools