

AQE 2017-2018

Key Dates and Deadlines

GENERAL REGISTRATION

Opening date for registration: Tuesday 2nd May 2017

Final date for registration: Friday 8th September 2017

Cost of registration: £48 (non-refundable).*

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 may have to travel some distance to an available assessment centre.

Parents should normally receive written confirmation of their registration **within three weeks of receipt**. If they have not received confirmation, then they may not be registered and should telephone the AQE Office immediately. We recommend all envelopes are sent recorded delivery as we cannot honour lost post unless evidence is provided.

Late Registration Forms arriving at the AQE Office after 8th September 2017 will be considered only if there are clear extenuating circumstances, in which case a late entry fee of £72.00 will be incurred. 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.*

APPLICATIONS FOR ACCESS ARRANGEMENTS

PLEASE NOTE THIS PROCESS HAS CHANGED FROM PREVIOUS YEARS. Please see the Guidance to Access Arrangements booklet (GS 17 07 1) for further details.

The 'Application for Access Arrangements Form' (ACC/17) for both disability and language will be generically available on our website and from the AQE Office. In contrast to previous years the application form can, and should, be completed and sent with the Registration Form in order to speed up the process.

The **final date for Access Arrangements applications is Friday 8th September** (the same date as the general registration forms).

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.

The Access Panel will meet at set dates between June-September 2017, therefore applications are not processed until the next scheduled meeting.

THE ASSESSMENTS

Date of Assessment 1: Saturday 11th November 2017

Date of Assessment 2: Saturday 25th November 2017

Date of Assessment 3: Saturday 2nd December 2017

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.

Each assessment centre will contact their candidates directly at some stage in October to provide 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.

THE RESULTS

Date of issue for results: Saturday 27th January 2018

Results are sent to parents, Primary School Principals and Grammar School Principals on the date of issue.

It is the responsibility of parents to notify AQE of any change of address before Monday 22nd January 2018 at the very latest.

AQE cannot facilitate any alternative arrangements for parents collecting post.

Results will automatically be sent to the Primary School address. Principals must complete the Home Address pro-forma provided by AQE in October if they wish to make alternative arrangements.

The AQE Office will be open from 2.00pm on Saturday 27th January for emergency calls when results have not been delivered successfully for any reason.

RE-MARKING

Final date to return a re-mark request form: Monday 12th February 2018

Dates re-marking takes place: Thursday 15th – Monday 19th February 2018

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.

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, SC17, for Special Circumstances / Provisions we do not facilitate or process these applications. SC17 is available to download from our website 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.

AQE OFFICE HOLIDAY DATES (April 2017 – March 2018)

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.

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

Friday 14th – Tuesday 18th April 2017

Monday 1st May 2017

Monday 29th May 2017

Monday 10th July – Friday 21st July 2017

Monday 28th August 2017

Monday 30th October – Friday 3rd November 2017

Wednesday 20th December 2017 – Wednesday 3rd January 2018

Monday 19th March 2018

Friday 30th March – Tuesday 3rd April 2018

Please be aware that between 24th July and 18th August 2017 the office hours will be 8.00am-12.30pm.