

THE ASSOCIATION FOR QUALITY EDUCATION LIMITED

THE IMPLEMENTATION PROCESS

2016/2017

A. THE CEA PROCESS

1. **May/June 2016 – The Application 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 28th April** 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 Monday 2nd May.
- **The application process opens on Tuesday 3rd May 2016.**
- 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 16) and guidance notes will then be issued, so that parents may give further details about the particular disability or disadvantage. **Form ACC 16 needs to be returned as soon as possible.**
- 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 the appropriate department of the Education Authority.
- The AQE Office will be closed on Monday 30th May.
- Confirmation is sent to parents through the Admissions Cards which will include the Candidate number and the name of the school in which the child will sit the assessment. AQE Ltd offers a first come first serve basis. Applicants, who are not able to be accommodated in their first preference school, will be assigned to an alternative choice.

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 over the period 11th July-13th July.

2. August/September 2016- Continued processing of applications.

- **The closing date for applications will be Friday 9th September 2016.**
- **The closing date for the return of Access Forms (ACC 16) will be Friday 16th September 2016; 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 in October.
- **The Access Panel will be meeting in June, 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 2016 - 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 over the period 31st October until 4th November.

4. November and December 2016 - 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.**
- **12th November at 10.00 a.m. – the First Assessment.**
- **26th November at 10.00 a.m. – the Second Assessment.**
- **3rd December 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, SC16, 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 are marked again and another 20% is added up again. Marking will be completed by the 9th December.

5. December 2016- 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 19th December 2016 and 3rd January 2017.

6. January 2017 - 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 the parents to arrive on Saturday 28th January in the form of standard scores.
- Results will be sent to the primary schools in the form of standard scores.

7. February 2017 -Results

- A re-mark facility will be available. **The closing date for applications for this facility will be Friday 3rd February (applications which arrive after 3rd February will not be accepted and will be returned).**

- Marking of papers identified for re-marking will take place on the 16th, 17th and 20th 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 2017 - 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 SC16 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 appropriate department of the Education Authority.

2. March/April 2017 - 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 appropriate department of the Education Authority about the allocation of places to enable placement letters to be sent.
- The AQE Office will be closed on 14th, 17th and 18th April.

3. May/June 2017 - Pupils allocated to schools

- The AQE Office will be closed on Monday 1st 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 29th May.

4. June 2017 - Induction of P7 Pupils into their Post-Primary Schools