

# THE ASSOCIATION FOR QUALITY EDUCATION LIMITED

## THE IMPLEMENTATION PROCESS

2012/2013

### A. THE CEA PROCESS

#### 1. **May/June 2012 - Application Cycle Begins**

- Advertising to advise parents of availability of 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 by email to all Primary Schools.
- **Registration Forms will be available from 10<sup>th</sup> May** from participating Grammar Schools, and may be downloaded from the website or obtained from the AQE Office. The Forms will also be sent to all Primary Schools.
- **The application process opens on 14<sup>th</sup> May 2012.**
- 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 12) 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.
- 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, parents should not expect an immediate confirmation: this may take up to three weeks.
- The AQE Office will be closed 9<sup>th</sup> July-13<sup>th</sup> July.

**2. August/September 2012- Continued processing of applications.**

- The closing date for applications will be 14<sup>th</sup> September 2012.
- The closing date for the return of Access Forms (ACC 12) will be 21<sup>st</sup> September 2012; 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 to make decisions on all applications for access arrangements.

**3. October 2012 - School Visits/Access Decisions**

- Familiarisation Days/Evenings will be arranged by the AQE schools in advance of the CEA.
- 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 applicant will be sit the CEA.
- The AQE Office will be closed 29<sup>th</sup> - 31<sup>st</sup> October.

**4. November 2012 - 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.
- **10<sup>th</sup> November at 10.00 a.m. – the First Assessment.**
- **24<sup>th</sup> November at 10.00 a.m. – the Second Assessment.**

**5. December 2012 - The final assessment.**

- **1st December at 10.00.a.m. – the Third Assessment.**

- 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% are added up again. Marking will be completed by the end of December.
- All raw scores will be entered on the system.
- The AQE Office will be closed 21<sup>st</sup> December-2<sup>nd</sup> January.

## **6. January 2013 - Calculation of Scores**

- 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.

## **7. February 2013 -Results**

- Results will be sent to parents to arrive on 2<sup>nd</sup> February in the form of standard scores.
- Results will be sent to the receiving schools and to the primary schools in the form of standard scores, along other general statistical information.
- A re-mark facility will be available. The closing date for applications for this facility will be Monday 18<sup>th</sup> February (applications forms for registering for re-marks will need to be requested from the AQE Office on or before Friday 8<sup>th</sup> February).
- Marking of papers identified for re-marking will take place on 21<sup>st</sup>, 22<sup>nd</sup> and 25<sup>th</sup> February.
- Parents will be notified in writing of the decision as soon as possible. Schools will also be notified of any changes in scores.

- 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 for applying for Special Circumstances/Special Provision/Special Cases and accompanying instructions will be available from any AQE associated school, from the AQE website or from the AQE Office. This form and the accompanying evidence should be brought to the Transfer interview with the Primary Principal.

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.

## **B. APPLICATIONS TO SCHOOLS**

### **1. February/March 2013 - Pupils apply to Schools**

- Post-primary schools will provide time for interviews/discussions.
- Primary principals will hold meetings with parents and complete Transfer Forms for post-primary education.
- Transfer Forms will be sent to ELBs/ESA.

### **2. March/April 2013 - Processing of Applications by schools begins**

- Post-Primary schools receive and process the Transfer Forms.
- Schools apply academic criteria as agreed by their Boards of Governors.
- Post-primary schools will inform the ELBs/ESA of the allocation of places to enable placement letters to be sent.
- The AQE Office will be closed 28<sup>th</sup> March-5<sup>th</sup> April.

**3. May/June 2013 - Pupils allocated to schools**

- Parents will receive information of the allocated school.
- The appeals process will start and would be expected to be similar to the current format.

**4 June 2013 - Induction of P7 Pupils into their Post-Primary Schools**