



October 2022

Dear Parent/Guardian

You have chosen Wallace High School as the venue for your son/daughter to sit the AQE Common Entrance Assessment. I thought, at this stage, it might be reassuring for you to hear from me about the process and organisation. It is our intention at Wallace to make this process as smooth and well-organised as is possible.

Key Dates

The dates of the familiarisation session and the three assessments are as follows:

Familiarisation Afternoon: 27 October 2022

Assessment 1: Saturday, 19 November 2022

Assessment 2: Saturday, 26 November 2022

Assessment 3: Saturday, 3 December 2022

Children are to wear school uniform. The children taking the test will be split into 4 coloured groups. Each group will have a designated drop off, entrance point and route to their classroom. The colour of the group for your son/daughter is provided with this letter. As a parent/guardian you are requested to drop your child at the designated location and pick them up again after the test. You will not be allowed entry into the school building. Thank you in advance for your understanding.

Arrangements for parking

371 young people have been allocated Wallace High School as their assessment centre. Friends' School Lisburn is also an assessment centre. Consequently, you will need to consider car parking arrangements carefully. It is suggested that you familiarise yourself with parking in and around the schools in advance of the assessments. As you are unable to remain on site you should drop off and collect your child from your assigned location. Parking should only be required for a short period of time and you are asked to be sensitive to the disruption in the area and park in ways which do not annoy or inconvenience our local residents.

Familiarisation afternoon AQE ONLY

The Familiarisation Afternoon will run from 4.30 - 5.00pm and students will be greeted by staff or school prefects at the designated drop off zone, taken to their classroom where they will be registered by their invigilator. Parents will not be permitted in the building. For the purposes of registration, they should bring along their AQE examination card. They will also have the opportunity to meet their invigilator. The aim of this is to put them at their ease, allow them to familiarise themselves with their surroundings, check the comfort and height of desks and chairs and become familiar with emergency evacuation procedures.

Familiarisation afternoon AQE and GL Assessment

If your child is taking the GL Assessments at Wallace High School, then they will stay on after the AQE familiarisation and be moved to their GL venues as set out in the letter and documentation you received. This familiarisation will finish at 5.45pm and your child should be picked up from the location indicated on their GL Pupil information Card.

The familiarisation afternoon will help highlight any issues; please do not hesitate to contact school following this afternoon if your son/daughter has any concerns or you have further questions. You should do so by contacting the school on 02892 672311 and explaining the nature of your concern/query.

Arrangements for young people, parents/guardians on the mornings of the 3 assessments

The assessments start at 10.00am and finish at 11.10am, unless a young person has been granted extra time by the AQE Access Panel. Children who have been granted extra time, or have particular requirements approved by the Access Panel, will be assigned an appropriate room to minimise disturbance to them and others and may therefore not be seated with others from their primary school.

All young people must bring with them:

- Their AQE Examination Card for registration each morning.
- Two sharpened pencils and an eraser. A sharpener is also permitted.
- A water bottle with no label is permitted and should be in a clear bag.

Please also note that watches of any sort **are not permitted**. There will be an analogue clock in each room.

The doors to the school will be opened from 9.15am. Registration of all children sitting the Common Entrance Assessment here will take place in their examination classrooms by their invigilator.

The roads around school on the mornings of the test will be very busy and so it is advisable that you leave suitable time to drop off your child.

At Wallace, we will do everything we can to help make this as straight forward a process for your child as possible.

Enclosed with this letter is an information sheet with your child's group colour, drop off/pick up information.

Yours faithfully,



Mrs Deborah O'Hare
Principal

Encs