



## ***Guidance Notes for applying online for the Common Entrance Assessment 2021/2022***

**AQE Limited invites applications from parents or guardians of children entering P7 in September 2021, and who hope to apply for admission to any of the schools listed on the 'Members Schools' section of the website, in August/September 2022**

**Please ensure you read this document and the published Terms & Conditions before submitting your online application form.**

To apply online please visit our website ([www.aqe.org.uk](http://www.aqe.org.uk)) where you will find instructions on paying your registration fee (if required), uploading documents and submitting your application form. Whilst we strongly advise parents to apply using the online form, a version of the form will be available on the AQE website which can be printed and completed by hand before being posted to the AQE Office within the registration period.

**Registration opens:** 10am on Tuesday 25<sup>th</sup> May 2021

**Registration closes:** 5pm on Friday 24<sup>th</sup> September 2021

### **The Process:**

An application for registration to take the Common Entrance Assessment ("CEA") will consist of the following:-

- A completed application form (application forms can be completed online via the AQE website or downloaded and printed from the AQE website)
- Payment of a fee of £60.00 (unless the child is entitled to Free School Meals and is exempt from having to pay the fee)
- A photograph of the child, and
- A copy of the child's birth certificate or passport.

All four elements can be completed together via the online portal (or via hard copy in the post) **or** all four elements can be submitted separately. In any case, *a child shall not be registered as a candidate to take the CEA unless and until the payment and all the documents referred to above have been received by AQE Limited.*

AQE will be in touch to confirm that a registration is complete as soon as possible but please note the **Admissions Card will not be processed and places in assessment centres will not be allocated until September 2021.** This is a change from previous years.

Candidate numbers will be assigned on a first come, first served basis based on the date an application is complete (i.e all four elements listed above have been received and verified by AQE Ltd). For information on the process of allocating spaces in host assessment centres, please see the relevant section on page 2 of this document.

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### **Contact Information for the AQE Office:**

**Telephone Number:** 02890224002 // **Address:** AQE Office, Unit 3 Weavers Court Business Park, Belfast, BT12 5GH // **E-mail:** [info@aqe.org.uk](mailto:info@aqe.org.uk)

## PART 1 – THE REGISTRATION FORM (Online Version)

The online application form element can be accessed via the AQE website ([www.aqe.org.uk](http://www.aqe.org.uk)). Alternatively, if you wish to complete a hard copy to send via post this can be downloaded and printed from the website. The information below refers to the completion of the online version of the form:

- Please ensure all relevant sections of the online application form are completed, using a separate submission for each child.
- Fields marked with \* are required and must be completed before you can move to the next section.
- You should, if possible, pay your online registration fee via our website prior to completing your online form and have your five-digit Order Number ready to submit in the relevant section.
- Where possible, you should have the following ready to upload, guidance on how to upload these elements can be found within this document:
  - **one recent passport sized photograph of your child**
  - **a scanned copy of the child's birth certificate (long or short version) OR passport**
  - **where relevant an electronic/scanned copy of your evidence of Free School Meals entitlement (see the relevant section below for examples of acceptable evidence)**

All four elements can be completed together via the online portal (or via hard copy in the post) **or** all four elements can be submitted separately before 5pm on Friday 24<sup>th</sup> September 2021. In any case, *a child shall not be registered as a candidate to take the CEA unless and until the payment and all the documents referred to above have been received by AQE Limited.*

### SECTION A - CHILD'S DETAILS

**Child's First Name(s):** Enter all your child's first name(s) as they are shown on their birth certificate/passport.

**First Name Child is Known By:** Please provide the name your child is normally known by (this is what will appear on the Admissions Card and all documentation from AQE Ltd).

**Child's Last Name (known by):** Please provide the name your child is normally known by (this is what will appear on the Admissions Card and all documentation from AQE Ltd).

**Does your child have a legal last name which is different from the one they are known by?:** If your child's legal last is different from the one they are known by, please select 'yes' and provide us with their legal last name. This name will not appear on any documentation but we require a record of it for identification purposes.

**Child's Date of Birth:** Please insert this as (DD/MM/YYYY) manually and do not use the calendar graphic which may appear.

**Child's Primary School Name:** Please select your child's Primary School from the drop down list available. If your child attends school outside Northern Ireland, please select 'Outside NI', if your child is home schooled, please select 'Home Schooled'. If your child's primary school is in Northern Ireland but does not appear on the drop down list, you can enter it manually by ticking the box. When entering a primary school manually, please ensure you include the town or postcode.

### SECTION B – PARENT/GUARDIAN'S DETAILS

**1st Contact First Name / Last Name:** The names by which the first contact is known (full name is not required)

**1st Contact Address:** This should be the address to which all the child's documentation and any communication from AQE or the assessment centre should be sent. All communication from AQE Ltd will be addressed to the 1<sup>st</sup> contact and not the child.

**1st Contact Telephone No:** This should be a number we can contact you on if there are any issues with your registration. We will only contact you if we have specific reason.

**1st Contact E-mail Address:** This should be an e-mail address we can contact you on if there are any issues with your registration. Your registration confirmation e-mail will automatically be sent here.

**Opt in to E-mail Updates:** If you wish to receive updates on the AQE process directly by e-mail please tick the box. Your e-mail information will be removed once the current cycle ends in Spring 2022.

**2nd Contact Information:** These details will only be used if we cannot get in touch with the first contact. **Anyone listed as a second contact can be provided with copies of documentation on request, with the exception of the Admissions Card.**

### SECTION C – ASSESSMENT CENTRES

*Note: the Grammar Schools listed at [www.aqe.org.uk/memberschools](http://www.aqe.org.uk/memberschools) are the Assessment Centres in which the CEA will be held. Parents should note that there is not an unlimited number of places available to candidates who would wish to take the CEA. The number of candidates who can take the CEA is determined by the maximum number of candidates which each Assessment Centre can accommodate.*

Parents or guardians may nominate **one** Assessment Centre as that in which their child should take the CEA.

AQE Limited gives no guarantee that a child will be accommodated in the Assessment Centre so nominated, although AQE Limited will allocate a child to that Assessment Centre if at the date and time that such child is registered to take the CEA, there are spaces available for the child in that Centre.

AQE Limited will allocate children to the Assessment Centres on a “first come first served” basis.

*(A child shall not be registered as a candidate to take the CEA unless and until the payment and all the documents referred to in page 1 have been received by AQE Limited.)*

In the event that a child cannot be accommodated in the Assessment Centre nominated by the child’s parents or guardians, that child will then be allocated to the Assessment Centre **closest** to that child’s address which has available places.

Once all the places available in the Assessment Centres have been filled, AQE Limited will operate a waiting list compiled on a first come first served basis of those candidates who have not been allocated a place in an Assessment Centre to take the CEA.

As and when, and in the event, that places should subsequently become available in the Assessment Centres, the candidates on the waiting list, in accordance with their precedence, will be allocated to an Assessment Centre which has available places and, if there should be more than one such Assessment Centre, to that, which at the time of allocation is nearest to the address of that candidate.

*Note: In the event that a child cannot be accommodated in an Assessment Centre and is therefore unable to take the CEA, that candidate may, if the admissions criteria of the grammar school(s) to which the parents or guardians of that child wish to apply so permit, use that fact as evidence of special circumstances/special provision in the admissions process.*

## **SECTION D – ACCESS ARRANGEMENTS AND IRISH LANGUAGE**

### **Access Arrangements:**

Parents of children who;

- have a diagnosed or identified specific significant need which requires reasonable adjustments to sit the Common Entrance Assessments or
- do not have English /Irish as a first language **and** who have spent less than three years in the UK/Ireland before October 2021

may make application to AQE Limited that their child be afforded access arrangements for taking the CEA. All relevant documentation can be found online (<https://aqe.org.uk/access-arrangements/>) along with further information on the process. Please note any **applications for Access Arrangements are separate from, and in addition to, an application for registration. Applications for Access Arrangements cannot be submitted electronically.**

Applications for Access Arrangements (Form ACC/21 and accompanying evidence) should be completed and **returned to the AQE Office by post via tracked delivery as proof of postage.** AQE Limited take no responsibility for undelivered post where there is no proof of postage provided. It is possible to hand deliver any or all elements via an internal postbox in the main reception of Weavers Court Business Park. You should be aware that no person will be available to take the documents from you directly, nor will any receipt of delivery be provided by AQE Ltd or the Business Park. In any case all applications for Access Arrangements and evidence must be returned to the office on or before Monday 4<sup>th</sup> October 2021 at 5pm.

AQE Ltd may consider late applications for Access Arrangements. However, late applications may only be considered if there are reasonable mitigating circumstances. Late applications will incur a late application fee of £20.00. In the event of the AQE assessment being **cancelled** by AQE Limited this additional access application fee **will not be refunded.**

### **Irish Language:**

Irish language versions of the assessments can be provided for candidates who have indicated in advance that they require their assessments in Irish.

## **SECTION E – GDPR PERMISSIONS**

Please indicate in the two boxes whether you give permission for AQE to share your child’s result with their Primary School Principal, AQE Member Schools and/or the Education Authority (This consent is required for the purpose of the online admissions process for 2021/22).

## SECTION F – DOCUMENTATION

*Please see the Parts 2, 3 and 4 for information on how to upload and submit these elements.*

Each child must have each of following elements submitted **as well as the application form element**, in order for an application to be considered as complete.

- A photograph of the candidate
- A copy of the candidate's birth certificate or passport (to confirm their date of birth)
- A registration fee (parents/guardians of a child who is entitled to Free School Meals, and who provide evidence of such entitlement, will not have to pay the fee).

You do not have to submit any, or all, of these elements with your online application form, however, a child shall not be registered as a candidate to take the CEA unless and until all the elements listed above and an application form have been received by AQE Limited. All elements must be submitted before 5pm on Friday 24<sup>th</sup> September 2021.

## SUBMITTING YOUR APPLICATION FOR REGISTRATION

Once you have completed all the required fields, you should click the button 'Submit Application'. *You will not be able to review your details once you hit 'Submit Application', therefore we recommend you go back and check all the details are correct before submitting your application.*

If you are unable to select 'Submit Application' please check back through your application to ensure all sections marked with \* have been completed.

Once you have submitted your application you should see a confirmation screen which confirms your submission has been successful and provides you with a reference number to confirm the application form element has been completed (this is not your child's candidate number). **Please take note of the reference number.** You may also receive an e-mail confirmation with the same information, this may be in your Junk Mail folder. **If you do not receive an e-mail confirmation, but have a reference number you do not need to contact us.**

## PART 2 – SUBMITTING A PHOTOGRAPH (Online Version)

Photographs can be submitted straight from your smartphone, your child's face should be clear and as close up as possible, showing only from the shoulders up. The photograph should be portrait in shape, as per the example to the right, not landscape.

Glasses can be worn and children can be smiling. **Please ensure the photograph has been taken within the last year.**

Photographs can also be uploaded from computer desktops or other devices but should comply with the guidance above.

Alternatively, passport sized photographs can be posted. Please see the address details at the bottom of this document. If you choose to post a photograph, you should ensure your child's name and the online reference number from your application submission are provided on the back of the photograph.



## PART 3 – SUBMITTING A BIRTH CERTIFICATE OR PASSPORT (Online Version)

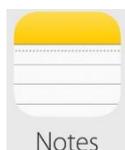
A scanned copy of your child's birth certificate or passport should be uploaded to confirm their date of birth. This can be the long or short version of the birth certificate and should be scanned, **not a photograph**, as this can make the date of birth illegible and will therefore be invalid. PDF or jpegs can be accepted. If you are submitting a passport, we only require the identification page and the photograph on the passport does not need to match the photograph submitted to AQE in relation to Part 2 of this document.

We have provided a step by step guide below which should allow you to scan documents from your smartphone. You may use an alternative method if you wish, as long as the file is a scanned document, not photographed, and all information is legible. There are also a variety scanner apps available to download from your relevant App Store.

### Scanning documentation using an Android/Google device:

1. Open the Google Drive App
2. Press the + sign/logo at the bottom right hand corner
3. Press 'scan'
4. Take a photograph and save

### Scanning documentation using your iPhone:



1. Open the Notes app, this is provided as a default app in most Smartphones.



2. When the app is open, create a new note using the icon in the bottom right hand corner

3. Click the camera icon at the bottom and select 'Scan Documents', this should open your camera.



4. Position your device over the document you wish to scan. Your device should automatically highlight the document and take a photograph of it. Once this had been done, hit save.

5. Click the box icon (shown here to the right) which will allow you to save your scanned document to your files, from which you can then upload to the registration form.



## PART 4 – PAYING THE REGISTRATION FEE

A registration fee of £60.00 should be paid for each candidate. This should be paid online, where possible, at [www.aqe.org.uk/registration-fee](http://www.aqe.org.uk/registration-fee). A link is also available on the relevant page of the online application form. (Parents/guardians of a child who is entitled to Free School Meals, and who provide evidence of such entitlement, will not have to pay the fee).

The fee to register for the CEA is **£60** and consists of two elements:

- an **administration fee** of £30.00; and
- an **examination fee** of £30.00.

In the event that AQE Limited has to cancel the CEA for reasons beyond its control, **the examination fee element only will be refunded. The administration fee is non-refundable.**

The fee can be paid by adding the registration fee to your cart and proceeding from there. **Please note that expiry date of your card should be entered MM/YYYY (ie 05/2022), not MM/YY.**

Once your payment has been processed you should receive immediate confirmation of payment on your screen, including a **five digit order number (Order #)**. You will need to provide this order number on the online registration form as confirmation of payment.

**Please note that an Order Number is not your candidate number and does not confirm registration, it is only part of the registration process.**

On the online application form, answering the question "Is your child entitled to Free School Meals", will trigger the relevant portals to allow you to submit your Free School Meals documentation.

Alternatively you can pay by cheque, made payable to AQE Limited and posted to the AQE Office. Please see the address details at the bottom of this document. You should ensure your child's name and the online reference number from your application submission are provided on the back of the cheque.

## PART 5 – SUBMITTING FREE SCHOOL MEALS CONFIRMATION

If your child is entitled to Free School Meals, within the current school year, you do not have to pay the registration fee but you are required to submit written confirmation of this entitlement. *On the online application form, answering the question "Is your child entitled to Free School Meals", will trigger the relevant portals to allow you to submit your Free School Meals documentation.*

Confirmation can be uploaded in the same way as a birth certificate or passport (see previous page for instructions).

Below are a list of documents which can be accepted as confirmation:

- Letter from the Education Authority confirming your child's entitlement for the current school year
- Letter from your child's primary school confirming they are on the Free School Meals register

The following are **not** accepted as FSM confirmation; Tax Credits **or** the application form you complete and submit to the Education Authority in order to renew your Free School meals entitlement.

Alternatively your confirmation of entitlement can be posted. Please see the address details at the bottom of this document. You should ensure your child's name and the online reference number from your application submission are provided on the back of the cheque.

#### **TROUBLE SHOOTING:**

- If the online form is not letting you move on to next section, please ensure you have completed all sections marked with \* as these are required and you cannot move on without completing them.
- If you did not receive an e-mail confirmation, but you did receive a reference number via the confirmation screen this is sufficient as confirmation that the application form element was successfully submitted.
- If you are unable to process the payment, please ensure you have entered your expiry date as MM/YYYY (ie 05/2022).

If you are unable to upload any of your documentation, you can leave it, submit your application form and submit the remaining elements via a separate form available via the AQE website ([www.aqe.org.uk](http://www.aqe.org.uk)). Alternatively they can be posted but please ensure your child's name and the online reference number from your application submission are provided on the all documents.

#### **AQE Postal Address:**

AQE Office, Unit 3 Weavers Court Business Park, Belfast, BT12 5GH.

Any or all elements of the application can be provided electronically via our website ([www.aqe.org.uk](http://www.aqe.org.uk)) or via post. **Please ensure you send any documents through the post via tracked delivery as proof of postage.** AQE Limited take no responsibility for undelivered post where there is no proof of postage provided.

It is possible to hand deliver any or all elements via an internal postbox in the main reception of Weavers Court Business Park. You should be aware that no person will be available to take the documents from you directly, nor will any receipt of delivery be provided by AQE Ltd or the Business Park.