

Applications for Registrations to AQE Limited (Terms and Conditions)

AQE Limited invites applications from parents or guardians of children entering P7 in September 2022, and who hope to apply for admission in August/September 2023 to any of the schools listed below, to register their child as a candidate to take the Common Entrance Assessment provided by AQE Limited. The Schools listed below use the result of the Common Entrance Assessment as a criterion of admission to those schools;

Antrim Grammar School	Glenlola Collegiate School
Ballyclare High School	Grosvenor Grammar School
Ballymena Academy	Hunterhouse College
Banbridge Academy	Larne Grammar School
Bangor Grammar School	Limavady Grammar School
Belfast High School	Methodist College
Belfast Royal Academy	Omagh Academy
Bloomfield Collegiate Grammar School	Regent House School
Cambridge House Grammar School	Royal Belfast Academical Institution
Campbell College	Strabane Academy
Carrickfergus Grammar School	Strathearn School
Coleraine Grammar School	Sullivan Upper School
Dalriada School	The Royal School, Armagh
Down High School	The Royal School, Dungannon
Enniskillen Royal Grammar School	The Wallace High School
Foyle College	Victoria College
Friends School	Wellington College

Terms and Conditions of Registration to take the Common Entrance Assessment

1. Requirements for Registration

An application for registration to take the Common Entrance Assessment (“CEA”) **must** consist of the following:

- 1.1 **A completed application form** (application forms can be **completed online via the AQE website** or downloaded from the AQE website);
- 1.2 **Payment of the appropriate fee** (as stated in Paragraph 3) unless the child is entitled to Free School Meals and so does not have to pay the fee;
- 1.3 **A photograph** of the child; and
- 1.4 A copy of the **child’s birth certificate** or **passport**.

N.B. 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 paragraph 1 have been received by AQE Limited.

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2. Admission Cards

AQE shall send to every child whom it registers to take the CEA an admission card which is proof of that child's registration. **The admission card must be presented** by or on behalf of the child to the Assessment Centre at which the child is taking the CEA on **each** occasion when the child takes a CEA test. **A child shall not be admitted to the Assessment Centre without presentation of the admission card.**

3. Registration Fees

3.1 The parents or 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.**

3.2 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 administration fee is spent by AQE Limited in administering the test, in considering the application, registering the child, placing the child in an Assessment Centre and dealing with Access arrangements. Hence it is spent very quickly after receipt. As it will have been spent **before circumstances may force the cancellation of the CEA, it is therefore not possible to refund it.*

3.3 If the application to register is **late** then the registration fee is **£90**. This consists of two elements:

- an **administration fee** of £60; and
- an **examination fee** of £30.

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.**

4. Date of application

Applications for registration (comprising the payment and all the documents referred to in paragraph 1) **must be received** by AQE Limited **on or before 4.00pm on Friday 23rd September 2022.**

5. Late Applications

5.1 AQE Limited **may** consider late applications for registration but only if AQE Limited is satisfied that there are good reasons for a late submission of an application.

5.2 Parents or guardians making a late application must submit:

- The documents referred to in paragraph 1;
- Independent evidence to support their claim that there are "good reasons" for their late application;
- A registration fee of **£90**. This consists of two elements, an **administration fee** of £60 and an **examination fee** of £30.

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.**

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6. Allocation of children to Assessment Centres

Note: The grammar schools listed above are the Assessment Centres in which the CEA will be held.

*Parents/guardians should note that there are only **a limited 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.***

- 6.1 On the application form, parents or guardians may nominate **one** Assessment Centre as that in which their child should take the CEA.
- 6.2 AQE Limited gives **no guarantee** that a child will be accommodated in the Assessment Centre so-nominated. AQE Limited will allocate a child to the nominated Assessment Centre if, at the date and time of registration, there are spaces available for the child in that Centre.
- 6.3 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 paragraph 1 have been received by AQE Limited.)

- 6.4 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 the child's address which has available places.

7. Waiting list

- 7.1 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 **registered** candidates who have **not been allocated** a place in an Assessment Centre.
- 7.2 Should places **subsequently become available** in an Assessment Centre, the candidates on the waiting list, in accordance with his/her precedence, will be allocated to an Assessment Centre which has available places. If there should be more than one such Assessment Centre, the candidate will be allocated to the Centre which 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 candidate wish to apply so permit, use that fact as evidence of special circumstances/special provision in the admissions process.***

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8. Access Arrangements

- 8.1 Parents/Guardians may make application to AQE Ltd, that their child be afforded **Access Arrangements** for taking the CEA. The closing date will be **4pm on Friday 23rd September 2022**.
- 8.2 Such applications will only be considered when the candidate has been registered (as stated in paragraph 1) **and** when an access application is complete with appropriate evidence (see guidance).
- 8.3 Parents/Guardians are responsible for ensuring that applications are made by the closing date and that the appropriate evidence is provided. The closing date for Access Applications is the **Friday 23rd September 2022**. It should be noted that it may not be possible to accommodate late applications as they will be subject to operational feasibility.