

STRATHEARN SCHOOL

Parental Information Sheet re. AQE Common Assessment 2011/12

Familiarisation Afternoon – Monday 7 November 2011 at 4pm

1. General Information

- 1.1 Children should bring only:
 - ✓ the CEA Admission Card provided by AQE which provides proof of identity;
 - ✓ two sharpened pencils and a rubber but no pencil case.
- 1.2 Children do not have to wear school uniform; comfortable warm clothes are recommended but no sports tops please.
- 1.3 Water will be made available in the test room and children should not bring food or drink (except for medical reasons) into the test venue.
- 1.4 No mobile phones or other digital devices may be brought into the test room (whether switched off or not).

2. Familiarisation Afternoon

- 2.1 Please bring your child to the rear entrance of Strathearn School (off Sydenham Avenue) for 4.00 pm. Please note that there are **limited parking spaces** on the school site.
- 2.2 Please follow the signs to the canteen. All parents and children will gather for a short introduction to the schedule for the tests.
- 2.3 Children will be escorted to the test room where they will be seated at the desk they will be assigned for the tests. The invigilators will then talk to the children, explaining the procedures for the test and they will be given practice in filling in the first page of the test booklet (they will not be answering any test questions at this time). Arrangements for the use of toilets, evacuation procedures and how to ask for assistance during the tests will also be explained.
- 2.4 Parents may wait in the school canteen where tea and coffee will be available while the children are in the test room.
- 2.5 It is envisaged that the induction/familiarisation session will be over at around 4.30 pm after which invigilators will return the children to the canteen.

STRATHEARN SCHOOL

Parental Information Sheet re. AQE Common Assessment

Test Mornings – Saturday 12 November, 26 November, 3 December 2011

3. General Information

- 3.1 Children should bring only:
- ✓ the CEA Admission Card provided by AQE which provides proof of identity;
 - ✓ two sharpened pencils and a rubber but no pencil case.
- 3.2 Children do not have to wear school uniform; comfortable warm clothes are recommended but no sports tops please.
- 3.3 Water will be made available in the test room and children should not bring food or drink (except for medical reasons) into the test venue.
- 3.4 No mobile phones or other digital devices may be brought into the test room (whether switched off or not).
- 3.5 Each AQE Assessment lasts for 1 hour from 10.00am to 11.00am. There will be a clock in each test venue and time will be announced after 15, 30 and 45 minutes.
- 3.6 If a pupil needs to leave for the toilet or feels unwell they will be allowed to leave the room accompanied by an Invigilator but no extra time will be given.
- 3.7 If a pupil arrives late for the Assessment they may be admitted but no extra time will be given.

4. Test Morning

- 4.1 Parents should bring their children to the canteen at the rear of the School for 9.30 am. Staff will receive the children here but parents will **not** be able to wait in the canteen. Please note that car parking spaces on the school site are limited.
- 4.2 Children will be escorted to the test rooms where they will be seated at the same desk as on the Familiarisation morning. The same invigilators will then talk to the children, explaining again the procedures for the test. Arrangements for the use of toilets, evacuation procedures and how to ask for assistance during the tests will also be explained.
- 4.3 The test will begin at 10.00 am and finish at 11.00 am. The children will have blank paper available for rough work. At the end of the test the children will leave behind everything on which they have written, including any rough work.
- 4.4 The invigilators will then conduct the children out of the test venue back to the canteen. The children should be collected from there at approximately 11.15 am.
- 4.5 If your child is ill on the day of a test but is sitting the test please inform the staff on arrival. (If your child is ill and cannot attend please ring the school on 028 9047 1595 and leave a message if necessary.)

Thank you for your assistance with these matters.