

# **STRATHEARN SCHOOL**

## **Parental Information Sheet : AQE Common Assessment 2017/18**

### **Familiarisation Afternoon – Monday 6 November 2017 at 4.00pm**

#### **1. General Information**

- 1.1 Children should bring only:
  - ✓ letter of invite to the Familiarisation Afternoon;
  - ✓ the CEA Admission Card provided by AQE which provides proof of identity;
  - ✓ two sharpened pencils and a rubber but no pencil case (use a clear plastic bag)
- 1.2 Children do not have to wear school uniform; comfortable 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 and by prior arrangement) 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 Strathearn School for 4.00 pm. Parking will be available on-site; please enter the school at the Wandsworth Road entrance (after 3.45pm to avoid the main school traffic) from where you will be directed to a parking area.
- 2.2 Please follow the signs to reception from where you will be directed to Manning Hall.
- 2.3 From 3.45pm onwards children will be escorted to their test room. They will be seated at the desk they will be using for the tests. The invigilators will 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 It is envisaged that the induction/familiarisation session will be over at around 4.30 pm after which invigilators will exit the children via the 'Pupil Entrance'. This is the entrance the children will use on the morning of the assessments.

# **STRATHEARN SCHOOL**

## **Parental Information Sheet : AQE Common Assessment 2017/18**

### **Test Mornings – Saturday 11 November, 25 November, 2 December 2017**

#### **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 although many do; comfortable 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 they will be escorted there 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 ‘drop-off’ area at the front of the School (signposted - Pupil Entrance) for 9.30 am; parents will **not** be able to wait in the school buildings. 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 afternoon. The 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 Pupil Entrance. The children should be collected from there at approximately 11.10 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 4685 and leave a message if necessary).

*Thank you for your assistance with these matters.*