

# SULLIVAN UPPER SCHOOL

## SEAG ENTRANCE ASSESSMENT



**1<sup>ST</sup> SATURDAY – 16 November 2024**

**2<sup>ND</sup> SATURDAY – 23 November 2024**

### KEY POINTS

1. Please bring your child to the Front Entrance of Sullivan Upper School between 9.15 am and 9.40 am on each test day for which you have applied. There will be a team of ushers who will ensure that your child is taken to the correct venue.
  2. **Late arrivals after 10.00 am will not be permitted under SEAG regulation to enter and take the assessment.**
  3. **Please note very limited parking is available on the school site.**
    - Parents/Guardians who have chosen to park on site will either need to leave on foot before 9.55am or remain in their vehicles for the duration of the test (to minimise movement and noise around school).
    - Parents/Guardians may also choose to drop their child off by car and drive out of the school site. A one-way system operates from the main Belfast Road entrance to the Abbey Ring gate.
    - There are car parking spaces available across the Belfast Road in the Spafield Car Park but please leave enough time (about 5 minutes) to cross the road and walk up to the school entrance. Sullivan Upper School is located in a busy residential area and Parents/Guardians are asked to park legally and with consideration for our local residents.
    - Please note the pedestrian and vehicle access gates will be **closed from 10.00 am to 11.15 am each test morning** (to minimise movement and noise around school). In an emergency, please telephone the school to gain access. Parent/Guardians will be re-admitted to the school site at 11.15 am to collect their child.
  4. To ensure everyone's safety while on the school premises, we would ask that each child is only accompanied by one Parent/Guardian and no siblings should attend. This will aid in reducing potential noise carrying into the test venues.
  5. SEAG have requested that children wear their primary school uniform for the tests.
  6. Children should bring their SEAG photographic Identification Card and coloured venue letter. If your child has SEAG approved access arrangements, they should bring the authorised items with them as Sullivan will not be able to provide these.
  7. Mobile phones, other electric devices, watches, and food (except for SEAG approved medical reasons) should not be brought into the test venue. Water will be provided to pupils if required.
  8. Sullivan Upper will provide two sharpened pencils and an eraser for each pupil. Pupils should **not** bring their own stationery, other than a highlighter, and rulers are not permitted.
  9. The invigilators will remind pupils about procedures on the test days including emergency exits, toilet arrangements, issues relating to the paper and what to do if there is a problem eg, if they feel unwell during the test.

Pupils will be instructed:

    - to check their answer sheet is pre-printed with their correct personal details.
    - to use pencil as provided by Sullivan Upper.
    - that there is blank paper available for rough work;
    - not to open the paper until told to do so.
- The practice test will begin at **10.00 am** and end at **approximately 10.15 am**. The main test will then commence and run for exactly 1 hour unless extra time has been approved as an access arrangement for your child. There will be a clock in each test venue and invigilators will advise pupils of the time remaining at regular intervals.
- If a pupil needs to leave to use the toilet, they will be allowed to leave the room accompanied by a supervisor, but no extra time can be given.
- Those pupils for whom Access Arrangements have been granted, eg, additional time, may be accommodated in a separate room.
10. Following the completion of the test supervisors will accompany the children to the Entrance of the school to meet their Parent/Guardian.
  11. If your child is ill on the day of a test and cannot attend, please ring the school on **028 9042 8780**.

**ABSOLUTE SILENCE IS REQUIRED IN THE VICINITY OF THE TEST VENUES. PLEASE BE MINDFUL WHEN COLLECTING YOUR CHILD THAT DUE TO THE PRACTICE TEST NOT ALL VENUES WILL FINISH AT THE SAME TIME AND NOISE MAY CARRY INTO ROOMS WHERE CHILDREN ARE STILL WORKING.**