

Date	Action by CCEA	Action by schools
June	<ul style="list-style-type: none"> <li>• Marked tests returned to schools with the exception of tests retained for remarking (by 22 June).</li> <li>• Issue of finalised mark/level boundaries (by 22 June).</li> </ul>	
August	<ul style="list-style-type: none"> <li>• Electronic transfer to schools of the following results:               <ul style="list-style-type: none"> <li>– test levels for each pupil;</li> <li>– teacher-assessed levels for each pupil (by 3 August).</li> </ul> </li> <li>• Class Assessment Records returned to non-EDI schools along with:               <ul style="list-style-type: none"> <li>– test levels for each pupil;</li> <li>– teacher-assessed levels for each pupil (by 3 August).</li> </ul> </li> <li>• Issue of class summary, school summary and provisional Northern Ireland summary along with:               <ul style="list-style-type: none"> <li>– pupil results slips detailing the test levels and teacher assessments for each pupil; and</li> <li>– a guide to assessment for parents (by 3 August)</li> </ul> </li> </ul>	
September	<ul style="list-style-type: none"> <li>• Outcomes of the Marking Enquiry Service returned to schools (by 18 September).</li> </ul>	<ul style="list-style-type: none"> <li>• Requests submitted to the Marking Enquiry Service (by 4 September).</li> </ul>
October	<ul style="list-style-type: none"> <li>• Electronic transfer of finalised assessment summaries (by 15 October).</li> </ul>	
November	<ul style="list-style-type: none"> <li>• Dispatch of <i>Evaluation Report</i>.</li> </ul>	



## ASSESSMENT AT KEY STAGE 3

**Assessment at Key Stage 3  
Timetable of the 2008/2009 Assessment Arrangements**

Date	Action by CCEA	Action by schools
2009 January	<ul style="list-style-type: none"> <li>Dispatch of the timetable of the 2008/2009 assessment arrangements.</li> <li>Dispatch of instructions for the registration of Year 10 pupils (by 31 January).</li> <li>Dispatch of forms <i>EAD262</i> for ordering the tests from CCEA (by 31 January).</li> <li>Dispatch of: <ul style="list-style-type: none"> <li>the detailed procedures document for implementing the assessment arrangements</li> <li>forms <i>EAD277</i> for requesting special arrangements that require permission (by 31 January).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Period of assessment begins (1 January).</li> </ul>
March	<ul style="list-style-type: none"> <li>Pupil entry data list sent to schools for checking (by 12 March).</li> </ul>	<ul style="list-style-type: none"> <li>Return of forms <i>EAD262</i> for ordering tests (by 3 March).</li> <li>Return of details of Year 10 pupils (by 3 March).</li> <li>Return of forms <i>EAD277</i> for requesting special arrangements that require CCEA permission (by 13 March).</li> <li>Accuracy of the details of Year 10 pupils confirmed (by 18 March).</li> </ul>
April	<p>Dispatch of:</p> <ul style="list-style-type: none"> <li>test orders and packing list (by 22 April).</li> </ul> <p>Dispatch of:</p> <ul style="list-style-type: none"> <li>notes for teachers on test invigilation;</li> <li>pre-printed attendance sheets;</li> <li>pre-printed pupil cards;</li> <li>instructions and envelopes for the packing and collection of completed tests;</li> </ul>	<ul style="list-style-type: none"> <li>Number of packs of tests received checked against the school's order and the packing list returned to CCEA (by 24 April).</li> </ul>

Date	Action by CCEA	Action by schools
April (contd)	<ul style="list-style-type: none"> <li>Form <i>EAD284</i> for notifying CCEA about new pupils registered in school after pupil entries were finalised;</li> <li>pre-printed Class Assessment Records and packaging for their return (non-EDI schools only)</li> <li>instructions for the completion and collection of Class Assessment Records (non-EDI schools only) (by 22 April).</li> </ul>	
May	<ul style="list-style-type: none"> <li>Tests collected for external marking after the tests have been taken (on 28, 29, 30 April and 1 May).</li> <li>Marking begins.</li> <li>Collection of Class Assessment Records from non-EDI schools only (on 15 May).</li> <li>Dispatch to schools of: <ul style="list-style-type: none"> <li>mark schemes;</li> <li>forms to request the Marking Enquiry Service (by 29 May).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Make preparations for and administer tests: <ul style="list-style-type: none"> <li>English – Tuesday 28 April 2009 (morning and afternoon sessions);</li> <li>Mathematics – Wednesday 29 April 2009 (two morning sessions);</li> <li>Science – Thursday 30 April 2009 (two morning sessions; extension paper – afternoon session);</li> <li>Irish – Friday 1 May 2009 (two morning sessions).</li> <li>Mental Mathematics – Wednesday 6 May 2009.</li> </ul> </li> <li>Tests ready for collection for external marking: <ul style="list-style-type: none"> <li>English (29 April)</li> <li>Mathematics (30 April)</li> <li>Science (1 May)</li> <li>Irish (5 May)</li> <li>Mental Mathematics (7 May)</li> </ul> </li> <li>Period of assessment ends (14 May).</li> <li>Electronic transfer of teacher-assessed outcomes to CCEA by EDI (by 15 May).</li> <li>Teacher-assessed outcomes recorded in Class Assessment Records and made ready for collection – non-EDI schools only (by 15 May).</li> <li>Form <i>EAD284</i> returned with details of new pupils registered in the school (by 19 May).</li> </ul>