



Queenswood's 2021 Entrance Assessment Procedure



Dear Head Teachers

I am writing to confirm details of Queenswood's entrance assessment procedure for entry in September 2021. Owing to the restrictions imposed by the Coronavirus pandemic we have changed our procedures and moved them online with the exception of sports scholarship assessments and Sixth Form entry papers (although invigilation of the Sixth Form physical papers will be conducted online).

In re-designing our processes we have had the following aims:

- To ensure the safety of our candidates, their families and the Queenswood community
- To make it as easy as possible for our feeder schools by removing their direct involvement
- To keep to the normal schedule of events as much as possible
- To make it lockdown proof

11+ and 13+ Candidates – Saturday Interview and Exams in the Girl's own Home

11+ candidates will be invited to attend interview on one of two dates – **either Saturday 21st November 2020 or Saturday 5th December 2020**. The 11+ exams will be held on **Saturday 16th January 2021**.

13+ interviews and exams will be held on **Saturday 9th January 2021**.

We have arranged the 11+ and 13+ interviews and exams on Saturdays to enable the girls to take them in the comfort of their own home and to relieve the pressure on feeder schools to host them on school video conferencing equipment. If schools would like to offer their parents the option of their daughters sitting the interviews and/or exams at their school, using their school's video conferencing equipment, then Queenswood is happy for this to take place. We would still run the interviews and exams online from Queenswood and we would require schools to provide each girl with a laptop or PC with a camera and speaker. For schools and their parents wishing to choose this option, we would need to be informed by **Friday 11 December**, so that we know who will be using their school's videoconferencing facilities. The interview and exam dates will remain the same for everyone, regardless of where they are being taken.

16+ Candidates – Monday Interview and Exams in the Girl's own Home

16+ candidates will be invited to attend interview and take their exams on the same day – **Monday 9th November 2020**. We anticipate that girls will be at home for their interview and exams. However, should the candidate's current school wish to offer their parents the option of their daughters sitting the interview and exams at their school, using their school's video conferencing equipment, then Queenswood is happy for this to take place. We would still run the interviews and exams online from Queenswood and we would require schools to provide each girl with a laptop or PC with a camera and speaker. For schools and their parents wishing to choose this option, we would need to be informed by **Monday 2 November**, so that we know who will be using their school's videoconferencing facilities. The interview/exam date will remain the same for everyone, regardless of where they are being taken.

Year Group Entry	Interview	Exams	Scholarship assessments	Comments
7	<p>Saturday 21st November 2020 or Saturday 5th December 2020</p>	<p>Saturday 16th January 2021</p> <ul style="list-style-type: none"> • English Comprehension • English Composition • Maths • Verbal Reasoning 	<p>Week commencing Monday 18th January 2021</p>	<p>Academic scholarships will be assessed on the results of the English, Maths and Verbal Reasoning papers. All Year 7 candidates will automatically be considered for a scholarship.</p> <p>Music and Art scholarship assessments will be conducted online.</p> <p>Sports scholarship assessments will be conducted at Queenswood*.</p>
9	<p>Saturday 9th January 2021</p>	<p>Saturday 9th January 2021</p> <ul style="list-style-type: none"> • English • Maths • French or Spanish (if previously studied) 	<p>Week commencing Monday 18th January 2021</p>	<p>Academic scholarships will be assessed on exam results of the English and Maths results. Candidates will need to apply for an academic scholarship and submit a 1,000 word personal statement about their contribution to school life.</p> <p>Music and Art scholarship assessments will be conducted online.</p> <p>Sports scholarship assessments will be conducted at Queenswood*.</p>
12	<p>Monday 9th November 2020</p>	<p>Monday 9th November 2020</p> <p>Papers in four subjects the candidate may study at A-Level. (On entering Sixth Form, girls then narrow their choice down to the three A-Levels they definitely wish to take).</p>	<p>Week commencing Monday 18th January 2021</p>	<p>Academic Scholarship assessment – please contact us for details of how the Academic scholarships will be assessed</p> <p>Art, Music Dance and Drama Scholarship assessments will be conducted online.</p> <p>Sport scholarship assessments will be conducted at Queenswood*.</p>
<p>*NB If Queenswood enters a regional or national lockdown during January, then scholarships will be assessed using a mix of video conferencing interviews and video evidence of sports ability submitted by the candidates.</p>				

Online Interviews – All Year Groups

All interviews (with the exception of the Sports scholarship interviews) will be conducted online by appointment and will last approximately 15 minutes each. Candidates will be invited to attend on the appropriate date and time and will be sent details in advance of how to access the interview.

Candidates for entry into Year 7 will be asked to bring to the interview a familiar item that they wish to discuss with the interviewer. This could be a piece of artwork they have created, a sports trophy they have won, a soft toy, a favourite book, in fact anything that interests them. This acts as an ice-breaker and will help them to feel more relaxed.

Online Exam Invigilation – All Year Groups

Exam invigilation for all year groups will be via video conferencing. Candidates will be sent login details to access the “invigilation room”. Candidates will be required to focus their camera’s device on themselves while completing their exams. All year groups will complete their exam scripts online with the exception of the 16+ exams for the Sixth Form and some SEN exceptions. The exam papers for 16+ candidates will be sent by recorded delivery and they will be opened on camera in front of the online invigilator on exam day. The 16+ candidates will then hand-write their answers, then photograph or scan their scripts and upload them to our website.

11+ candidates will sit exams in the following subjects:

- English comprehension – 35 minutes (time to be confirmed)
- English composition – free text – 35 minutes (time to be confirmed)
- Maths – 60 minutes (time to be confirmed)
- Verbal Reasoning – multiple-choice 45 minutes (time to be confirmed)

There will be one 15 minute break in between the two English papers and the remaining two papers. The length of each exam is yet to be finalised.

Girls who sit the ISEB Common Entrance exam will only need to sit Queenswood’s Verbal Reasoning exam. We do not accept the ISEB pre-test.

Girls will be allowed to use paper and pens for their workings but there will be no additional points for workings and therefore they are not required to upload their workings as part of the exams.

13+ candidates will sit exams in the following subjects:

- English composition – free text – 30 minutes
- Maths – 30 minutes
- French or Spanish (if these have been studied previously) – 30 minutes

There will be no breaks between exams.

16+ candidates will sit four exams in the subjects they may wish to choose at A-Level.

The length of each exam is 45 minutes. There will be one 15 minute break between the second and the third papers.

Confidential School Reference

In addition to the examination results and interview performance we also take into account the confidential report from the current school's head teacher. We put all three pieces of information together in making a decision about offering a place. The confidential reference is requested by Queenswood in early November.

SEN Requirements

Girls who require additional support such as a scribe, a reader or additional time, will be accommodated. We will speak with each individual family and school and make appropriate arrangements. Exams for these girls will also take place in their homes unless their feeder school offers an option for them to be hosted at their school.

Technical concerns

Please reassure any parents who are concerned in case they may have technical issues with things such as poor internet connection on the day of the interview or exam, that we will make arrangements for their daughter to take the interview or exams at a different time when the issues are resolved.

Online "Invigilation Rooms"

For the 11+ entrance exams we will divide the girls into online "Invigilation "Rooms" of between 20 and 30 girls in each room. There will be one invigilator per "Room".

Safeguarding

Parents will be given guidance on how to set up the room in which their daughter will sit the exams at home.

Amongst other points, we will advise:

- The girls should be appropriately dressed, e.g. not in pyjamas
- They should sit in a room where they will not be disturbed by pets or siblings
- The exam space should preferably not be a bedroom
- Personal photographs should be removed from view of the camera

We will also require parents to be present throughout the exams, although they should not be present during the interview.

Declaration of Fair Play

We will also require parents and girls to sign a declaration to say that they have not cheated.

Communication with Feeder Schools

We will contact each feeder school with girls registered to take Queenswood 2021 entrance exams and check any special requirements that may be needed by individual girls.

Reminder of 2021 Entry Registration Deadline – Friday 16th October

The registration deadline for all year groups for entry in September 2021 is 16th October 2020.

Communication with Parents with Daughters Registered for 2021 Entry

The above information will be communicated to parents of registered girls by Friday 16th October.

Decision letters

Decision letters regarding offers will be posted to parents via first class mail on Friday 5th February 2021, and will be emailed to schools at the same time.

We have made our best endeavours to design a process that works for the candidates, their parents, feeder schools and Queenswood. Should any anomaly arise that means that we need to vary the above approach, then we will inform schools and parents as quickly as possible.

Thank you for your support in helping the next generation of Queenswood girls to be assessed during these difficult times.

Best wishes



Jo Cameron, Principal
September 2020

