

## Application for up to one school day's early opening of the 2004 key stage 3 tests

Please ensure that you have read the information on pages 46-47 and 76-77 of the key stage 3 *Assessment and reporting arrangements* booklet before photocopying and completing this form.

**LEA-maintained schools** must return the completed form by **1 March 2004** to their LEA key stage 3 assessment coordinator unless advised of other arrangements by their LEA, in which case they will be given the name and address of the person to whom the form must be sent.

**Independent schools** must return the completed form by **1 March 2004** to the test administration team, Testing, QCA, 83 Piccadilly, London W1J 8QA (fax: 020 7509 6979).

Applications for more than one school day should be requested in writing to the Principal Officer, test administration, Testing, QCA. This applies to both LEA-maintained and independent schools.

**A separate form should be completed for each pupil**

School name:	<input type="text"/>	DfES number:	<input type="text"/>
Contact name and position:	<input type="text"/>	Telephone number:	<input type="text"/>
I request permission to open the test papers up to one school day early for this pupil. Signed (headteacher)		<input type="text"/>	
Additional documentation attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of additional pages:	<input type="text"/>
Pupil's name:	<input type="text"/>		
Level on SEN code of practice:	<input type="text"/>		
Subjects for which up to one school day's early opening has been applied for:			
English <input type="checkbox"/> Mathematics <input type="checkbox"/> Mental mathematics <input type="checkbox"/> Science <input type="checkbox"/>			

Reason for requesting up to one school day's early opening. Specify the type of adaptation or aid to be provided:

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Early opening for a pupil for whom English is an additional language and who joined the English educational system before 1 May 2003 is unlikely to be approved without clear evidence of very limited fluency in English

What normal classroom support is given?

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