

Application for additional time in the 2004 key stage 3 tests

Cover page - one copy per school

Please ensure that you have read the guidance on pages 46, 48 and 80–82 of the key stage 3 *Assessment and reporting arrangements* booklet before photocopying and completing this form and the individual pupil request form(s).

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

A pupil who has a statement, or who is undergoing a statutory assessment or reassessment in line with the SEN Code of Practice, may be given up to 25 per cent additional time at the school's discretion and does not require an application to be made using this form.

A pupil who is working below the level of the tests should not be entered for the tests.

| | | | |
|---|----------------------|--|----------------------|
| 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 allow up to 25 per cent additional time for the pupils listed on the attached forms. Signed (headteacher) | | <input type="text"/> | |
| Number of applications attached: | <input type="text"/> | Total number of year 9 pupils in the school: | <input type="text"/> |

| | | | |
|---|----------------------|----------------------------|----------------------|
| For LEA/QCA use only | | | |
| Designated officer <input type="text"/> | | | |
| Date application received | <input type="text"/> | Date application processed | <input type="text"/> |

* Cover page and individual pupil request form(s)

Application for additional time in the 2004 key stage 3 tests

Individual pupil request form

A pupil who has a statement, or who is undergoing a statutory assessment or reassessment in line with the SEN Code of Practice, may be given up to 25 per cent additional time at the school's discretion and does not require an application to be made using this form.

A pupil who is working below the level of the tests should not be entered for the tests.

A separate form must be completed for each pupil.

| | | | |
|--|----------------------------------|--|--|
| DfES number | <input type="text"/> | | |
| Additional documentation attached to this application? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Number of additional pages: <input type="text"/> |
| Pupil's name: | <input type="text"/> | | |
| Subjects for which up to 25 per cent additional time has been applied: | English <input type="checkbox"/> | Written mathematics <input type="checkbox"/> | Science <input type="checkbox"/> |
| Pupil's current teacher assessment level: | English <input type="text"/> | Mathematics <input type="text"/> | Science <input type="text"/> |
| Details of reason for applying for additional time: | | | |
| <div style="border: 1px solid black; height: 100px;"></div> | | | |

Pupils with physical, sensory or motor difficulties

In the case of pupils with a physical or sensory disability, motor difficulty or a named medical condition that necessitates time to complete tasks, and the school possesses an explicit recommendation for additional time made by a doctor, physiotherapist, occupational therapist or qualified specialist member of staff, this recommendation should be attached to the application. The school does not need to complete the rest of the form except for reading speed and/or writing speed where these are relevant to the pupil's application, and the normal classroom support section (next page).

Further details required for pupils with specific learning difficulties

For pupils who have specific learning difficulties, the LEA or QCA needs the following information in order to assess the application. With all tests, **you must state in brackets the pupil's chronological age when tested** and the test used if applicable. You must complete those sections that are relevant to your application. Applications which provide insufficient information will not be approved.

| | | | |
|---------------------------|--------------------------|-------------------------------|--------------------------|
| Reading age | <input type="text"/> () | Level on SEN Code of Practice | <input type="text"/> |
| Reading comprehension age | <input type="text"/> () | Writing speed (free writing) | <input type="text"/> wpm |
| Spelling age | <input type="text"/> () | Numeracy age | <input type="text"/> () |
| Reading speed | <input type="text"/> wpm | EAL level – see guidance | <input type="text"/> |

wpm = words per minute

Please continue on next page.

For the reading, spelling, numeracy and EAL tests, please state which tests were used:

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What normal classroom support is given?

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Please provide any other test data for the pupil using the tables below.

This information is not essential but it is helpful, especially in the case of a pupil whose reading and/or spelling age(s) are close to their chronological age.

NB: A recommendation from an educational psychologist that additional time be granted will not in itself guarantee a successful application.

Chronological age when tested:

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Performance IQ:

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Verbal IQ:

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Full scale IQ:

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Other tests, eg processing speed:

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We realise that test results alone will not always indicate the level of need for a pupil. If you feel it would help your case, please use the box below to support the application further, including details of support.

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