



Bryan Slater  
Director of Education

Ref: MI 213/99

Assessment

# MANAGEMENT INFORMATION

SUBJECT: 2000 Special Arrangements For National Curriculum Tests

WORKING TITLE: 2000 Special Arrangements - Key Stage 3 Tests

DATE PUBLISHED: 1st December, 1999

DATE EFFECTIVE: Immediate

) DISTRIBUTION: All **Norfolk LEA** High Schools and Special Schools  
Dr. Bryan Slater - DoE  
Fred Corbett  
Chris Beek  
Malcolm Reeve

FORMAT Letter + Attachment

## SUMMARY:

Details of requirements for Special Arrangements and Disapplications for **Key** Stage 3 Tests

## ACTION REQUIRED:

**All requests to be received by the LEA by 1 1 th** February, 2000.

DATE DOCUMENT OBSOLETE

## ASSOCIATED DOCUMENTS:

**OCA** Key Stage 3 Assessment and Reporting Arrangements Booklet 2000

RELEVANT ASPECT OF E[DU]CATION DEVELOPMENT PLAN OR OFSTED LEA ACTION PLAN:

EDP Priority 7.

CONTACT: Sue **Cosson**

TEL: (01 603) 433276

*Assessment Team*

Our Ref.: SClep

Please ask for :

Sue Cosson Adviser  
(Assessment )

Direct Dialling

01603 433276 Ext 138

1<sup>st</sup> December, 1999

To : Headteachers of all Norfolk LEA High Schools and Special Schools  
(Copy to Assessment Coordinators)

Dear Headteacher,

By now, you will probably have begun to consider End of Key Stage 3 Assessment Arrangements for 2000. Schools have been asked by QCA to confirm the number of test papers they require and order any extension or modified papers. There will, no doubt, be some students you are concerned about and who will need some kind of special arrangement made for the assessments. The purpose of this letter is to bring the requirements for any special arrangements to your attention.

Key Stage 3 Tests - Special Arrangements

You will have seen from the Key Stage 3 Assessment and Reporting Arrangements Booklet for 2000 that, as in 1999, schools need to seek approval for some of the special arrangements for children with special educational needs.

As last year, some of these special arrangements can be applied at the headteacher's discretion; others will require permission from Norfolk Local Education Authority. The details of the arrangements which require permission are set out on pages 25-35 of the 2000 Booklet. The key points to note are:

permission for early opening of test papers must be requested for **all pupils** regardless of their stage on the SEN Code of Practice

\* permission for allowing additional time must be requested for **any pupil assessed as at stage 3 or below** of the SEN Code of Practice, unless modified large print or braille papers are being used (in which case 100% extra time may be given for the written tests without requesting permission)

Key dates for requesting special arrangements:

11th February, 2000

deadline for schools' written applications to the LEA

14th April, 2000

deadline for LEA to process schools' applications received by 11th February and to notify schools

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Please **note schools do not need to request permission for:**

- additional time of up to 25 per cent (or up to 100 per cent for pupils using the Braille or modified large print papers) for any pupil assessed at **stage 4 or above** on the SEN Code of Practice;
- use of readers, communicators, signers or amanuenses;
- photocopying the tests onto coloured paper or use of coloured overlays;
- photocopying the test to alter the size of the text for a pupil with a visual impairment;
- provision of rest breaks or separation of test papers into sections;
- availability of word processors or similar technological aids, other equipment, or mathematical/scientific apparatus in accordance with the guidance provided by QCA.

However, if any of these arrangements require extra time for pupils below stage 4 or early opening to carry out modifications, then permission must be sought for these.

The standard form to be completed in order to receive approval for special arrangements is included in the Key Stage 3 Assessment and Reporting Arrangements Booklet (pages 45 and 46). This may need to be photocopied. Schools must state clearly the reason why additional time is being requested (i.e. how it will help the student to do the test to the best of their ability). Sufficient detail to support the request for **each student** for whom permission is being sought needs to be given on the form. An example of a completed form is given on page 47 of the Assessment Arrangements Booklet. **Please return this form to Sue Cosson, Assessment Adviser, at the Professional Development Centre, Woodside Road, Norwich NR7 9QL by 11th February, 2000.** I enclose a copy of this form for your guidance.

#### Key Stage 3 Disapplications

It is very unlikely that you would need to consider disapplying a student from National Curriculum Assessment at Key Stage 3. Students who will be assessed through your Teacher Assessment at below level 3 in maths and science and below level 4 in English **do not** take the tests. You just need to record your Teacher Assessment levels. **No disapplication is necessary.**

If circumstances arise where you consider it appropriate for a student who is working at level 3 or above not to take the tests (e.g. a sudden family crisis) and you feel disapplication might be necessary, please see pages 50-55 in the Key Stage 3 Assessment and Reporting Arrangements Booklet for 2000. **If you are considering disapplication, please contact Sue Cosson (Assessment Adviser)** to discuss any individual case - telephone (01603) 433276, or (01603) 701020 (Assessment Help line).

If by any chance, you have a student of Year 9 age who will not be going on to the Key Stage 4 programme of study in September, please contact **Sue Cosson** to discuss the appropriate course of action.

If you have any queries about the assessment arrangements for the end of Key Stage 3 in 2000, please do not hesitate to contact me.

Yours sincerely,

Sue Cosson  
Adviser (Assessment)