

# NORFOLK COUNTY COUNCIL EDUCATION

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## **To: Headteachers of all Norfolk LEA High Schools and Special Schools**

Dear Headteacher

By now you will probably have begun to consider End of Key Stage 3 Assessment Arrangements for 2003. You will already have submitted, to QCA, details of pupils who are to sit the tests this year, but there may be some pupils you are concerned about who may need special arrangements made for the assessments. The purpose of this letter is to bring the requirements for any special arrangements to your attention. Full details concerning special arrangements can be found in the following publication already sent to schools:

***"Assessment and reporting arrangements key stage 3 2003"*** available from QCA Publications, PO Box 99, Sudbury, Suffolk C10 2SN. Order Ref: QCA/02/935.  
Tel: 01787 884444 Fax: 01787 312950.

Page references can be found in the above document.

### Key Stage 3 Assessment – Special Arrangements – No Permission

As last year, some of the special arrangements are at the school's discretion, others will require permission from Norfolk LEA. The details of the arrangements which are at the school's discretion are set out on pages 36-42 of the 2003 booklet and for the mental mathematics test, p.43-49.

These include:

- Additional time of up to 25% extra for any pupil with a statement, or who is undergoing statutory assessment (previously stage 4 and 5) p.35
- Additional time of up to 100% extra for any pupil using modified large print or braille papers p.35
- Use of rest breaks p.36
- Use of readers, communicators, signers and amanuenses p.37-39
- Transcripts p.40
- Prompts p.40

### Key Stage 3 Special Arrangements 2003

- Use of aids such as coloured paper, overlays or presentations of diagram p.40-41
- Apparatus, word processors and other aids p.41
- Dictionaries, word lists and spellchecker p.42
- Test venue p.42
- Injuries p.42
- Special arrangements for the mental mathematics test p.43-49

### Key Stage 3 Assessment – Special Arrangements – Requiring Permission

There are two special arrangements that require permission **for each pupil**, namely:

- Early opening – that is more than one hour in advance of the administration of any given test **for each pupil**
- Additional time in a written test, for any child including those on School Action/School Action Plus of the SEN Code of Practice – unless large print or braille papers are used, in which case 100% extra time may be given at the school's discretion for written tests.

### Early Opening p.34,35, p.64-65.

Unless permission is given, schools may not open tests more than one hour before administration. With permission, tests may be opened for a maximum of **one day before** the scheduled start of the test. Models for use with large print or braille papers in maths and science may be opened and assembled up to **two days before** the tests for which they are required.

Early opening should only be considered for:

- Preparation for braille or large print papers
- School-based adaptations to tests, e.g. taping or photocopying
- Apparatus or other aids
- Signers' and communicators' preparation

The forms to be completed for a request for early opening are to be found on p.66-67 in the booklet. One form should be completed for each pupil. Details of its completion are to be found on p.64-65.

**Such support should be consistent with normal classroom practice and should not provide a pupil with an unfair advantage in the test.**

### Additional Time p.34-35, p.68-70

Additional time will be approved for example where a child:

- Has a physical or sensory difficulty, or has a learning difficulty which **significantly affects** the speed of his/her reading.

Additional time would be considered appropriate for:

- Reading/comprehension age of about 4 years below chronological age
- Spelling age of about 4 years below chronological age
- Free writing speed of less than 15 words per minute
- Difference of more than 20 points between verbal and performance IQ
- Processing speed significantly below average
- School Action Plus on the SEN Code of Practice (formerly Stage 3)

### Key Stage 3 Special Arrangements 2003

- Pupils new to the English language, e.g. Level 1 threshold or Level 1 on the scale for assessment in "A language in common"
- The pupil regularly receives additional time

The forms to be completed for a request for Additional Time are to be found on p.71-76 in the booklet. One form should be completed for each pupil. Details of completion are to be found on p.68-69 and your attention is drawn to the need for empirical test data to support your application and the additional evidence you may supply. A full list of which is to be found on p.70 of the booklet. **Such support should be consistent with normal classroom practice, and should not provide the pupil with an unfair advantage in the test.**

#### Key Dates

The deadline for applications to be received by the LEA is 3<sup>rd</sup> March 2003. No applications will be accepted after this date unless they relate to pupils who join the school on or after 1<sup>st</sup> February 2003. Schools will be notified whether or not approval has been granted by 11<sup>th</sup> April 2003.

#### Key Stage 3 Disapplication

It is very unlikely that you would need to consider disapplying a child from National Curriculum Assessment. **Pupils assessed at below Level 3 in maths and science, and below Level 4 in English do not take the test. You just need to record your Teacher Assessment.** If circumstances arise where you consider disapplication, please contact Dave Elliott on 01603 433276.

#### Pupils in Non-Chronological NC Year Group

If you have pupils in Year 9 who are (a) younger than Year 9 NC year, or (b) are not moving on to KS4 in September 2003, please contact Dave Elliott on the above-mentioned telephone number.

For your convenience a photocopy of each of the application forms are attached (p.66, p.71-72).

I apologise for the length of this letter, but, as with the tests, there have been considerable changes to the arrangements this year.

If you have any queries about any of the arrangements for 2003, please do not hesitate to contact me.

Yours sincerely,  
Dave Elliott  
Adviser, Norfolk Education Advisory Service