



Exams Access Arrangements Extra Time Protocol



Newstead Wood School recognises that for some students with Special Education Needs & Disabilities (SEND) extra time may be the most appropriate access arrangement.

You have been granted the right to have extra time within classes and exams.

This means:

- A need has been established and you have met the criteria from JCQ (Joint Council for Qualifications).
- 25% extra time is allowed.
- This reasonable adjustment is provided on the basis that it supports your normal way of working within classes, completing homework and tests or exams.
- You will be required to provide evidence on a regular basis that you still require this extra time by providing your SENCo with copies of homework, tests and exams (where the work completed in the extra time is shown in a different coloured pen or appears below a clear line).
- Breaks are not discounted. If you need to leave the room at any point during the exam, the clock keeps ticking and no time will be added at the end of the exam to compensate (except in the case where rest breaks are permitted – see Rest Break Protocol).
- Most students requiring additional time only, with no other arrangements, will sit their exams in a smaller venue away from the main venue.

Procedure during exams:

- The invigilator will write on the board the time your examination starts and finishes.
- In some cases, you will be seated with other students not entitled to extra time.



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I have read and understand this Extra Time Protocol.

In Examinations, the Subjects I intend to use my Extra Time in are:

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Student's name:

Student's signature:

Parent's name:

Parent's signature:

Date:

Please return this slip to Miss J Ricketts, SENCo