



St Martha's

EXTRA TIME FOR STUDENTS IN EXAMS

As you are aware, the school always strives to implement (internally) all recommendations from assessment reports. However, in order to **formally** apply for extra time from the JCQ board for **public exams**, the Exams Officer and Inclusion Manager need to complete and submit an online series of very specific questions about the evidence from student assessments. This is part of the formal procedure and in doing so they are asked to show evidence (from the reports we are given by parents showing assessment scores/results) of the student's needs. Very importantly, the board requires assessment data compiled no earlier than year 9 (3rd form). Therefore, it is advisable that students have updated assessments in year 9.

Please be advised that a recommendation for extra time (and other access arrangements such as readers) by an educational psychologist/other professional **is not in itself a guarantee that extra time will be approved in public exams**. The board requires evidence that the student has achieved lower than average scores in certain tests (conducted by professionals). In addition to this, the school must gather 'evidence of need' throughout the student's school life. **Only when extra time is approved by JCQ can we apply it to public exams (including controlled assessments).**

Please have in mind the following timeline if your daughter has a recommendation for extra time/other access arrangements:

All Years	The school will apply recommendations from reports by professionals (e.g. specialist assessors and educational psychologists) for internal exams (e.g. class tests and end of year exams).
3rd Form	It is advised that your daughter has an updated assessment and that a form 8 is completed. Please let the Inclusion Manager know who the assessor will be as she needs to complete part of form 8 before the assessment .
4th Form	If there is an updated assessment in 3 rd form and extra time is recommended, the Exams Officer and Inclusion Manager will apply to JCQ for extra time. Please be reminded that the final decision for access arrangement lies with JCQ and not the school. Also, a new application will be required if a student attends a different school/sixth form (this should be done by the new setting).

Please do not hesitate to speak to Mrs Melekis if you have any questions.