

# Additional time for Key Stage 2 National Curriculum tests: Tests for additional time



## General article

**Updated:** 08 November 2012

Children may be given up to 25 per cent additional time to complete the written tests in a particular subject if they have a statement of special educational needs or they meet the criteria for the approval of an application for additional time.

Additional time may not always be the most appropriate access arrangement for a child. Schools should consider whether a child will actually benefit from an extended period of additional time, or whether rest breaks are more appropriate.

Schools must apply for additional time for children that do not have a statement of special educational needs via the Access arrangements section of the [NCA tools website](#) by midnight on Monday 25 February. You will need to have a registered email address and password to access NCA tools.

Schools do not need to request permission for additional time for children with a statement of special educational needs. These children are allowed up to 25 per cent additional time for written tests at a school's discretion.

There is also no need to make applications for additional time for the spelling component of the English grammar, punctuation and spelling test, as this is not strictly timed and the time quoted is for guidance only.

## Eligible circumstances for additional time

Applications for additional time are considered against a profile. To be eligible for up to 25 per cent additional time, a child must meet at least three of the criteria outlined in section A, or one of the criteria in section B. These are described on the following pages - use the 'Next' button at the bottom of this page to navigate to the criteria.

Children using enlarged print versions of the tests are not automatically entitled to additional time unless they have a statement of special educational needs, in which case they are allowed up to 25 per cent additional time for written tests at your discretion.

## Circumstances where requests for additional time would not be granted

Additional time will not be granted if:

- the minimum criteria from section A or section B has not been met, as described on the following web pages; or
- the application form has not been correctly completed and/or received by midnight on Monday 25 February.

Applications will also not be granted where provision of additional time is not appropriate, for example:

- The child's needs would be better catered for by other access arrangements such as rest breaks, a prompter and/or working in a separate room. This may be particularly relevant for a child with emotional or behavioural difficulties, or with poor concentration.
- The child is working below the level of the test – additional time is unlikely to be of any benefit to a child working below or at the lowest levels of a test. Schools should consider whether teacher assessment alone would be the best way of judging their performance.
- The child has a low reading ability that is in line with his or her general level of attainment IQ, verbal or non-verbal ability and it is clear that the child is working below or at the lowest levels of the test. Additional time is unlikely to be used by children with general low ability, many of whom do not use all the time allowed.
- The child does not receive additional time on a regular basis in the classroom. If additional time is not normally provided in the classroom, children are unlikely to find it useful in the tests.

Children for whom provision is made under the special educational needs (SEN) code of practice and who do not have a visual impairment, a hearing impairment or motor impairment are not allowed any additional time for the mental mathematics test. In these cases, additional time is unlikely to be helpful.

## **Making an application**

Applications for up to 25 per cent additional time must be made using the online form on [NCA tools](#) by midnight on Monday 25 February. Late applications will only be considered if they relate to a child who joined the school on or after Friday 1 February 2013 or whose special educational needs have changed significantly since the application deadline.

Applications made by maintained schools, academies and Free Schools under the responsibility of a local authority will be considered and processed by their local authority. STA will consider applications from independent schools, academies and Free Schools that do not fall under a local authority's responsibility.

All applications for additional time will be responded to by Friday 19 April. Once your application has been reviewed you will receive an automated email. You can check the outcome of an application or see whether further information is required by logging in to the Access arrangements section of [NCA tools](#).

The following web pages provide details of the tests schools should use to provide evidence to support an application.

## **Additional time for modified tests**

Children using modified large print or Braille versions of the tests are automatically entitled to up to 100 per cent additional time to complete the tests. This applies to all of the tests, including the mental mathematics test.

Children with a permanent or long-term hearing impairment using the modified version of the mental mathematics test are automatically entitled to up to 100 per cent additional time to complete that test.

## Evidence for Additional Time

The tests used to produce evidence for additional time should be up to date and fully standardised. They should also be age appropriate and have a ceiling level equivalent to, or above, the chronological age of the child. (Below for some examples)

Although the tests do not need to be taken within a specified time of the Key Stage 2 tests, the information gained from the child's results must still be applicable when the Key Stage 2 tests are taken in May and the school must be able to produce this evidence in the event of a monitoring visit.

Data from STA's optional tests and previous Key Stage 2 tests cannot be used as evidence, as these tests are not designed to assess a child's eligibility for additional time.

Each application for additional time is considered against the profile set out below. To be eligible for up to 25 per cent additional time, a child must meet:

- at least three of the criteria outlined in section A; or
- one of the criteria outlined in section B.

### Section A

A1: The child's reading score (using a test of comprehension, single word reading or reading rate, i.e. accuracy with speed) is in the below average range for the child's age.

- 'Below average' refers to a standardised score of below 85.

A2: Children increase their reading comprehension age by nine months or more when allowed 25 per cent additional time to complete a timed reading test, or there is other evidence of slow reading speed.

- Most children will complete a timed reading test in the time allowed. Children who work very slowly may benefit from additional time to complete the test and this could be used as evidence in a request for additional time. Children should not be told at the start of the test that additional time will be allowed as this may cause them to slow down their work. Provide children with two different coloured pens and ask them to change pen at the start of the additional time allowance. It is then possible to check how the additional time has been used (for example, to continue answering, to proofread or check, or to complete questions missed out).
- Other specific evidence – for example, some tests specifically test reading rate (a combination of accuracy and speed).

A3: The child's free writing speed is 10 words or fewer per minute.

- A recognised test of writing speed should be carried out or a child should be asked to write for at least 10 minutes and the number of words written per minute calculated.

A4: The child has a phonological processing speed that is in the low range or below average range for the child's age.

- 'Low' or 'below average' refers to a standardised score of below 90.

A5: There is a significant discrepancy between cognitive ability and performance, shown by:

- At least average verbal reasoning, non-verbal reasoning or quantitative scores alongside below average literacy scores (as criterion A1). 'At least average' refers to a standardised score of 90 or above and 'below average' to a standardised score of below 85; and/or
- A difference of 20 points or more between verbal and performance IQ.

## Section B

B1: A child with EAL is on level 1 (threshold or secure) or level 2 of the common scale for assessment provided in A language in common (QCA/00/584/p).

- These children would be working below the level of the English tests and should not be entered for them. Additional time will not be granted for them. Additional time will only be granted in mathematics for these children if they are working at the level of these tests.

B2: An appropriate professional such as a doctor, educational psychologist, physiotherapist, occupational therapist, qualified teacher of the visually impaired or teacher of the deaf has made a recent recommendation for additional time because of a physical disability or a medical condition or sensory impairment that affects the child's ability to access the tests. Please include the name and field of expertise of the professional.

- The recommendation must make clear why the condition affects the child's ability to work under timed conditions. Any relevant scores in the report should be included. Recommendations that do not make it clear may be rejected.
- Although the professional's report does not need to be made within a specified time of the Key Stage 2 tests, the content must still be applicable when the Key Stage 2 tests are taken in May, and the school must be able to produce this evidence in the event of a monitoring visit.

B3: Other exceptional circumstances.

- There may be a very small number of children who genuinely need additional time to complete a test but do not meet the above criteria. Appropriate evidence, including details of how additional time will enable them to access the tests, must be provided.