

HAPPY

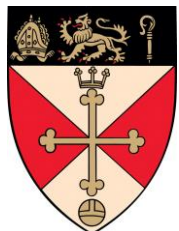
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Access Arrangements: A Guide to Using Extra Time



www.malmesbury.wilts.sch.uk



Why do some students qualify for extra time?

- Students may need time to re-read the text/ questions
- Students may need more time to formulate ideas and process information
- Students may take longer to write

Teacher evidence and testing in Learning Support will indicate if a student needs extra time.

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How does extra time help?

- It can provide reassurance
- Students will have longer to read the questions to help fully understand the criteria
- Students will have longer to plan an answer
- Students will have longer to ensure handwriting is legible
- Students will have longer to proof read and check their work

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Tips for using my extra time well:

Read the Question thoroughly:

- Question the question
- What is the directive? E.g. the command word 'explain,' 'describe'
- What is the scope?
- What are the limitations? E.g. is the question about a specific character/ country/ scene etc.

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Tips for using my extra time well:

Underline/ Highlight Key Points of the Question:

- As soon as you have identified the directive – **highlight it**
- As soon as you have identified the topic – **highlight it**
- Make sure you are reading the words carefully e.g. in Geography a developing country could be misread as developed – **underline anything tricky!**

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Tips for using my extra time well:

Choose your question carefully:

- If there is a choice of questions, make sure to read all the possibilities first
- Choose the subject that has been studied in class
- Choose the question where you are confident you can give a good answer – relevant to the question
- Think about the directive, limitation and scope of each

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Tips for using my extra time well:

Answer the question confidently:

PLAN your answer:

- Use some of your extra time to plan what you need to say
 - Mind map
 - List ideas
 - Pictogram
- Refer back to the plan and amend it as you go
- Hand the plan in (a plan helps an examiner see the thought process behind an answer)

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Tips for using my extra time well:

Proof Read:

- Check that you have answered the question that was asked
- Check that your conclusion actually answers the question
- Check for spelling errors and punctuation. **A good way of looking for spelling errors is to read their work backwards as when reading forwards their brain is unlikely to pick up the errors as it is reading in context however, backwards is a totally different experience!**
- Amend it if necessary

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What not to use extra time for:

Frantic writing

- You should take time to make sure every word you write is worthwhile

Waiting for the exam to end

- Don't waste your extra time by rushing your answers – if you finish, look again

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Control the Stress:

- Slow your breathing
- Think 'calm'
- Ideas will return
- Try to visualise your mind map/ key notes



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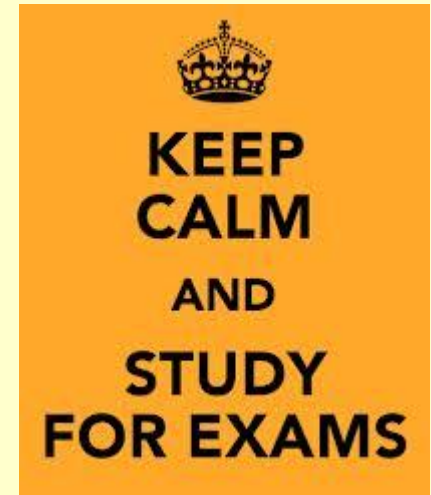
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Finally:

- Exams are hard work – they can be stressful BUT....
- They can be rewarding
- You can do your best
- You do have extra time to think, read, plan, check and amend
- **Don't waste it!**



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Contact us:

Tel: 01666 828910

Website: www.malmesbury.wilts.sch.uk

Email: mailin@malmesbury.wilts.sch.uk

