



Types of disability/access need

Learning difficulties without EHCP*

*A Statement of Special Educational Needs (Northern Ireland) or an Individual Development Plan (Wales)

Other access needs

Learning difficulties with current/valid EHCP*

Sensory and/or physical needs

SEMH needs (e.g. ADHD)

SLCN (e.g. ASD)

Medical condition



Evidence required

Form 8 is required

Part 1 completed by the SENCo

Candidate is assessed by the centre's appointed assessor

Part 2 with at least:

two below average standardised scores of 84 or less

OR

one below average standardised score of 84 or less and one low average standardised score (85-89)

relating to two different areas of speed of working

Part 3 completed by the SENCo

Samples of evidence

In addition to a completed Form 8, the following will be required for inspection purposes:

a sample of internal school tests/mock exam papers across relevant subjects showing the application of 25% extra time

+

comments and observations from teaching staff in relevant subjects as to why the candidate needs 25% extra time and how they use the 25% extra time awarded

Specialist evidence confirming the candidate's disability

+

Form 9 completed by the SENCo

25% extra time is the candidate's normal way of working

+

teaching staff support the use of 25% extra time

+

supervised rest breaks have been trialled and exhausted

+

Samples of evidence

In addition to a completed Form 9, the following will be required for inspection purposes:

a sample of internal school tests/mock exam papers across relevant subjects showing the application of 25% extra time

+

comments and observations from teaching staff in relevant subjects as to why the candidate needs 25% extra time and how they use the 25% extra time awarded

+

evidence that supervised rest breaks have been trialled and exhausted



Approval route

Process an online application for 25% extra time using AAO

SENcos must refer to section 5.2 of the JCQ regulations for detailed information on the use of 25% extra time. Where a candidate has two low average scores (85-89) the application will not be approved. Make an online referral to the awarding body through AAO.