**Extra Time: good practice guide**

If a student has been allocated (25%) extra time then teachers should be advising on how best to utilise this. Be aware of the reason for ET: reading/processing/handwriting speeds? Allocate the ET to the area of concern in any timed tasks.

**Possibly**: if a subject teacher suggests spending 20 minutes on an 8 marker question, in a test, then the student with 25% ET should be allocating 20 + 5 minutes on this question

**Possibly**: if a test comprises a section on reading, and the student is a slow reader, use the ET for this section.

On Canvas: you can set the required amount of time allocated to a question, then adjust for those with ET.

**For homework and classwork**: allocate an expected time frame then allow for the student with ET.

***Monitor***:

* If the student finishes before their ET is up they should spend this time checking their answers
* If the student regularly finishes on time this suggests they do not require ET: hence the requirement to build a ‘picture of need’