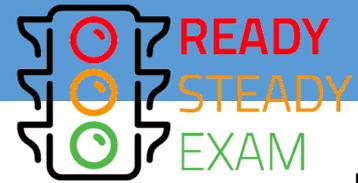


# A PARENTS GUIDE TO...

## Exam Access Arrangements



### What are EAA?

Exam access arrangements can be put in place for students in order to enable them to access an exam fully and to ensure that the requirements of an equal playing field are met.

#### Is my son/ daughter eligible for any exam access?

Your son/ daughter might be eligible for certain exam access arrangements if they have physical disabilities, sensory impairments and / or learning difficulties. Your son or daughter will be eligible for these if the exam access arrangements are either specifically mentioned in an Educational Health Care Plan (EHCP), are required due to a medical condition or have been put in place following a recommendation from a full diagnostic assessment or an internal Additional Educational Needs (AEN) screen. The exam access arrangements must be consistent with your son's / daughter's normal way of working within the school, i.e. they will use these at all times in lessons and internal assessments. Only if these criteria are met will they be eligible to use the recommended access arrangements in their external exams.

### What types of EAA do the school commonly provide?

There are a variety of exam access arrangements that your son/ daughter might be eligible for. The two most common ones are the use of a word processor and up to 25 % extra time.

#### The use of a word processor

Your son or daughter might be eligible to use a laptop in their final exams in those subjects where they are usually typing their work in lessons and at home. This could be, for example, due to slow speed of handwriting or concerns over legibility.

#### Up to 25% extra time

Your son or daughter might be eligible for additional time up to 25 % in their exams. This would have to be your son's/ daughter's normal way of working in these subjects. In this case, for an exam lasting for example one hour, your son/ daughter would be eligible to use an additional 15 minutes.

Generally, your son or daughter will be eligible for extra time due to one of the following:

- Your son/ daughter has an EHCP which includes the implementation of additional time for any assessments.

- Your son/ daughter has a medical condition that requires him/ her to have additional time in assessments. In this case, you must ensure that the Faculty has a copy of a current medical letter confirming this condition on file.

- The recommendation of additional time was made in an AEN screen or a full diagnostic assessment.

The school can only use the assessment report as evidence for an application for the exam access arrangement of up to 25 % extra time if this assessment was carried out no earlier than in Year 9. If this arrangement had been in place before Year 9 or your son's / daughter's joining this school/ this school's Sixth Form, they will be re-assessed by the school's Exam Access Assessor. You must ensure that the Faculty of Support and Guidance is aware of any previous arrangements and any relevant paperwork is passed on.

#### **Smaller room**

Students with exam access arrangements in place will be asked to write their examinations in a different room to their peers. This will be in a smaller, usually classroom-sized room.

