

Exam Access Arrangements – Guidance for Parents, Carers & Students

The Joint Council for Qualifications (JCQ) guidance on access arrangements provides the rules and framework for giving pre-examination adjustments to students with special educational needs, disabilities, or temporary injuries. More information can be found here:

<https://www.jcq.org.uk/exams-office/access-arrangements-and-reasonable-adjustments/>

What are access arrangements?

- Access arrangements allow students with specific needs, such as special educational needs or disabilities, to access an exam.
- They allow students to show what they know and can do without changing the demands of the exam.

How will the process start?

- Parents and carers should let the SENCo know as soon as possible if their child has additional needs. Good and open communication is important.
- The SENCo will work with teachers and the student to identify possible arrangements.
- Various access arrangements are available. For example, support for students who have difficulties with reading, writing, speed of working or concentration.
- Not all students with additional needs will require access arrangements. This depends on whether their difficulty affects their access to exams. Additional needs or a diagnosis alone do not entitle a student to access arrangements.

Who will make the assessment?

- If a student has learning difficulties, the school or college's appointed assessor must conduct the assessment to determine the need for access arrangements.
- If an external assessor diagnoses a learning difficulty (for example, dyslexia or dyscalculia), the assessment can only be used as evidence for access arrangements if the assessor has liaised with the school or college and received the necessary access arrangements paperwork in advance of the assessment taking place.
- Specialists (for example, a medical consultant or a psychiatrist) are responsible for providing a formal diagnosis. They are **not** responsible for decisions about access arrangements.
- The school must decide which access arrangements a student has for their exams in line with their **normal way of working** and the JCQ exam access arrangements rules.
- Teachers must give evidence to show that an access arrangement is needed. The school or college will record how effective the arrangement is in the classroom, in internal tests or in mock exams.

What else needs to be done?

- The school or college will have to apply for some arrangements.
- If a student has complex needs, a school or college can discuss their needs with the exam board.

Finally

Schools and colleges **must** follow the rules. They are inspected and if they are found to be breaking the rules, this will be malpractice.