

Dear Parents and Guardians,

Exam Access Arrangements – Information and Guidance

Formal Examinations (GCSE and A Levels)

The Joint Council for Qualifications (JCQ) oversees access arrangements and reasonable adjustments for examinations. JCQ regulations are very strict, and access arrangements can only be granted where there is clear evidence of need. Any arrangement must reflect the student's normal way of working and will be implemented wherever possible, based on the following criteria:

- If a student has an Education, Health and Care Plan (EHCP), this will outline the access arrangements they are entitled to. These arrangements will be provided during mock and formal examinations. We will also endeavour to implement them during internal assessments where capacity allows.
- If a student has a medical diagnosis (e.g. a physical disability or medical condition), recommended access arrangements should be detailed in a report from a medical professional. These will be put in place for mock and formal examinations, and where possible, during internal assessments.

Students may also be assessed for access arrangements following a request from teachers, parents/guardians, or other professionals. All students on the SEN register are assessed at the end of Year 9 to identify any arrangements that may be required.

In-Class Assessments

Access arrangements are generally not applied to in-class assessments, as these are designed to identify gaps in knowledge and monitor progress (for example, end-of-topic tests).

Exceptions may be made in specific cases, such as:

- Where a student requires a laptop due to a medical condition
- Where an EHCP specifies that a student cannot access the assessment without a particular arrangement

Where appropriate and feasible, and if approved by the SENCo, teachers will endeavour to support access arrangements during in-class assessments (for example, reading a question aloud).

Students in Key Stage 3 are not routinely granted access arrangements for in-class assessments, even if they had arrangements in primary school, except in the circumstances outlined above. However, students can be assessed earlier than the end of Year 9 if they are unable to access assessments without specific support.

If you require any further advice or guidance regarding access arrangements, please do not hesitate to get in touch info@bmilner.dudley.sch.uk