

ACCESS ARRANGEMENTS FOR EXAMINATIONS – GUIDANCE FOR PARENTS/STUDENTS

Access arrangements are for students who experience ‘**substantial disadvantage**’ and ‘**persistent and significant difficulties**’ in accessing examinations. *(Joint Council for Qualifications (JCQ): Adjustments for candidates with disabilities and learning difficulties)*

Application Process

- Access Arrangements for Examinations need to re-apply for when a student begins Sixth Form Education.
- Previous Access Arrangements for Examinations must be declared on the Application form to Varndean College.
- Assessments for Access Arrangements for Examinations will take place between September and January.
- The Assessment process will vary depending on which Access Arrangements are to be applied for and on evidence.
- Applications for Access Arrangements for Examinations can only be made with current supporting evidence from Teachers.
- The Joint Council for Qualifications (JCQ) issue deadlines for applications for Access Arrangements for Examinations. (This is in February for June examinations).
- Students will be notified of the outcome of the Assessment by email by February.
- Students with Access Arrangements for Examinations taking November or January exams should contact Additional Support in September (The JCQ deadline is September).
- External reports by Educational Psychologists and other Dyslexia/Specific Learning Difficulties specialists cannot be used to apply for Access Arrangements for Examinations. However, it is useful for us to have as a 'history of evidence'.
- Specialist Assessors must follow the guidance given by the JCQ which is updated each year and subject to change. Evidence is inspected by the JCQ.

Medical evidence for exam arrangements:

Where exam arrangements are required for medical/mental health reasons:

- For JCQ approved arrangements (Extra time/Scribe) evidence must be given by a Hospital consultant or Specialist.
- For Centre approved arrangements (e.g. Separate room) evidence may be provided by feeder Secondary School or will be requested from a medical professional (e.g. GP, mental health professional)

Please note

- Extra time is for timed assessments only and may not apply to all subjects e.g. practical subjects
- Extra time is not applicable for homework or coursework because this is not 'timed'. Please discuss with your teacher if there are circumstances that prevent work being completed by the deadline