



## WHAT ARE ACCESS ARRANGEMENTS?

- Access arrangements allow learners with specific needs, such as special educational needs or disabilities, to access an exam.
- They allow learners 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 and Exams Officer know as soon as possible if their child has additional needs and may require access arrangements or adjustments in exams.
- The Exams Officer and SENCo will work with teachers and the learner to identify possible arrangements.
- Various access arrangements are available. For example, support for learners who have difficulties with reading, writing, speed of working or concentration.
- Not all learners with additional needs will require access arrangements. This depends on whether their difficulty affects their access to exams. **Additional needs, an EHCP or a diagnosis alone do not entitle a student to access arrangements.**



## WHO WILL MAKE THE ASSESSMENT?

- If a learner has learning difficulties, the Exam Centre's appointed assessor must conduct an assessment to determine the need for access arrangements, such as 25% extra time.
- 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. **Specialists are not able to make decisions about access arrangement eligibility**
- **Exam Centres must decide which access arrangements a student has for their exams based on evidence.**
- Teachers and tutors must give evidence to show that an access arrangement is needed. The exam centre will record how effective the arrangement is in everyday sessions, in internal tests or in mock exams.



## WHAT ELSE NEEDS TO BE DONE?

- The Exam Centre will have to apply for some arrangements.
- If a learner has complex needs, the Exam Centre can discuss their needs with the exam board.

## FINALLY

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

**If you have any questions about access arrangements, please speak to the Exam Centre or SENCo.**