



Access Arrangements – Introductory Information for Parents

Access Arrangements are ‘reasonable adjustments’ for students who have a disability, a temporary injury or a special educational need **that significantly affects them in exams.**

Assessment to Establish Access Arrangement

A specialist assessment may be needed to support an access arrangement application. We will co-ordinate this if it is needed and use it to help make decisions about exams. Please do speak to senior staff before arranging any assessment yourself as the school is not obliged to automatically accept the findings of a privately commissioned report. No-one is guaranteed an arrangement simply because they have a learning difficulty – evidence is needed to show the impact it has on the student in school.

We will always seek to work with parents to ensure the most appropriate outcome for students. Please speak to your son/daughter’s teacher, the schools Testing and Assessment Lead or the Special Educational Needs Co-Ordinator (SENCO) if you have any concerns and we will be happy to advise.

Access Arrangements:

- **Do not change** the skills or knowledge being tested
- **Must not give an unfair advantage**, but...
- **Do give a level playing field** so students can show their knowledge.

There is a “menu” of arrangements on offer. Students may be able to have one or more of these. The precise arrangement depends on: the **student needs** AND their **normal way of working** in class AND the **type of exam** AND the **current regulations**. This means different arrangements might be allowed in different exams but all arrangements should reflect normal practice, so last minute applications are rarely permitted.

The most common arrangements are:

- **Extra time** – for candidates who read and write slowly
- **Rest Breaks** – a short break from exam to help those with poor concentration, extreme stress or who may need a break for medical reasons.
- **Reading Aloud** – for those who work more effectively if they hear themselves read.
- **Word processor** – Normal way of working in class and exams – will be specifically set up for exams.
- **Readers** – for those who need help with reading
- **Scribe** – for those who have writing difficulties – slow writing pace; weak spelling and grammar; illegible handwriting.
- **Prompters** – for those who lose concentration easily
- **Oral Language Modifier** – Difficulty with comprehension where a supporter is needed to re-phrase the exam questions, but not the technical language
- **Bilingual Dictionary** – for those who have English as an Additional language

