



Trinity Catholic College An
Introduction to Access Arrangements
for Exams for Parents/Carers
Acknowledgement

Access Arrangements for Exams Access arrangements are 'reasonable adjustments' for students who have a disability, a temporary injury or a special educational need that significantly affects their access to the curriculum. Assessments, to establish Access Arrangement applications, are carried out by Specialist teachers using appropriate tests. They usually take place at the start of GCSEs or A levels. Please speak to the SENCo 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. Once a student's application for Access Arrangements has been successfully processed, the arrangements should reflect what help has to be given in the classroom and the normal way of working should reflect what is going to be available in class tests, controlled assessments and exams.

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 that students can show their skills and knowledge.

There is a range of arrangements on offer. Students may be allowed to have one or more of these. The precise arrangement depends on the student's needs AND their normal way of working in class AND the type of exam AND the current regulations, which change each year. This means different arrangements might be allowed in different exams, but all

arrangements should reflect the normal way of working, so last minute applications are rarely permitted.

The most commonly used arrangements are:

- **Extra Time** – for candidates who read or write slowly
- **Rest Breaks** – a short break from the exam to help those with very poor concentration, extreme stress or who might need a break for medical reasons. This must be their normal way of working in class
 - **Reading Aloud** - for those who work more effectively if they hear themselves read
 - **Word Processors** – for candidates who always use a word processor in class and exams – the word processor will have to be specially set up for the exam
 - **Readers** – for those who need help with reading. (Not applicable for English Language)
 - **Scribes** – for those who have writing difficulties – perhaps they write very slowly, or their spelling or grammar is very weak, or handwriting is illegible. Students who use a scribe may also have 25% extra time to check over what the scribe has written
 - **Prompters** – for those who lose concentration very easily

If you have any questions about access arrangements then please contact Miss Storey, SENCo on: storey.a@trinitycatholiccollege.org.uk or telephone 01642298100.