

ACCESS ARRANGEMENTS FOR EXAMINATIONS

Guidance for Parents and 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 or learning difficulties*)

The Henley College Exam Access Arrangements Application Process

Access Arrangements for Examinations need to be **re-applied** for when a student begins Sixth Form Education at Henley College

Previous Access Arrangements for Examination must be declared on the application form. Along with any of the following supporting evidence;

- i) **Form 8** which is a legal document/application form completed by the previous school when making application for access arrangements online in external examinations
- ii) **Detailed File Note** from previous school outlining the access arrangements applied to students and reasons why
- iii) Application due to medical reasons*, specialist reports and diagnosis (see note below)

Assessments appointments for Access arrangements will take place between September and January in terms of priority

The assessment process will vary depending on which Access Arrangements are to be applied for and on evidence.

The applications for Access Arrangements will also be made in conjunction with current supporting evidence from subject teachers

All assessments will be done by our qualified exam access assessors

The Joint Council for Qualifications (JCQ) issue deadlines for applications for Access Arrangements for Examinations (This is in March for June examinations)

Students will be notified of the outcome of the assessment by email by March. Also, the student can check their exam access concessions on Pro-monitor

Students with Access Arrangements for Examinations taking place in November or January exams should contact Exam Access Team in September (The JCQ deadline is end of October)

External reports by Educational Psychologists and other Dyslexia/Specific learning difficulties specialist cannot be used to apply for access arrangements. However, it is useful for us to have a 'history of evidence'

Our qualified Specialist Assessors must follow the guidance given by the JCQ which is updated each calendar year and subject to change. Evidence is inspected by the JCQ.

If you are student that believes that they require EAA's and has not had them before you need to approach your tutor/teachers. **You cannot go directly to the Exams Team**

Medical Evidence for Exam Arrangements*

Where exam access arrangements are required for medical/mental health reasons the following supporting documentation will be required

- For JQC approved arrangements (Extra time/Scribe) evidence must be given by a Hospital Consultant or Specialist Reports
- For Centre (Henley College) approved arrangements (e.g. Separate room) evidence may be provided by the feeder school or will requested from a medical professional (e.g. GP, mental health professional)

Any issues or questions please do not hesitate to e-mail us: examaccess@henleycol.ac.uk or visit us in in Room D612 (Library Block)

Exam Access Arrangements Team (Deanfield)

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