

SEND and Exam Access Arrangements

GCSE Exam Access Information for Year 11
parents

STEPS TO SUCCESS

What Are Exam Access Arrangements?

- Exam Access Arrangements are adjustments that allow students with specific needs to demonstrate their true abilities in exams **without being unfairly disadvantaged**.
- They are not about giving an advantage — they are about ensuring *fair access*.
- These arrangements are approved by the **Joint Council for Qualifications (JCQ)** and must reflect the student's *normal way of working* in school.

Who Might Qualify for Exam Access Arrangements?

Students may be eligible if they have:

- A specific learning difficulty (e.g. dyslexia, dyspraxia)
- A medical, physical, or sensory condition (e.g. visual or hearing impairment)
- A speech, language, or communication need (e.g. autism)
- Social, emotional, or mental health needs that impact performance (this includes ADHD)
- A temporary injury or illness (e.g. broken arm)

Types of Access Arrangements

Arrangements	What it means	Who it helps
Extra Time (usually 25%)	Additional time to complete the exam.	Students with slower reading/writing speeds or processing difficulties.
Reader/Computer reader	Trained adult or text-to-speech software reads exam questions aloud (except reading papers).	Students with significant reading difficulties or visual impairments.
Scribe	A trained adult writes for the student	Students with handwriting or motor coordination difficulties.
Word Processor	Student types answers instead of handwriting.	Students who regularly use a computer in class due to legibility, speed, or fatigue issues.
Rest Breaks	Supervised breaks during the exam, with no loss of time.	Students with medical, mental health, or attention needs.
Prompt	Adult reminds student to focus or move on to the next question.	Students with attention difficulties or anxiety.
Modified papers	Large print, Braille, or coloured paper versions.	Students with visual impairments or specific visual needs.

How Exam Access Arrangements are agreed

- Assessment or evidence - carried out by a qualified specialist (Mrs Powell).
- School review - SENCo checks with subject teachers that the arrangement reflects the student's *normal classroom practice*.
- Application to JCQ – the school applies through the secure JCQ system
- Confirmation to parents and student that exam access has been agreed.

Please note: Access arrangements cannot be requested just before exams unless there is a sudden medical issue (e.g. injury or illness).

How parents can support this process

- Inform the school early if there are any new diagnoses, injuries, or medical updates.
- Encourage your child to complete practice papers and attend revision sessions so they are confident on the day.
- Contact the SENCO or Exams Officer if you have any questions.
- SENCO: Julie Morgan jmorgan@kingcharles1.worcs.sch.uk
- Exams Officer: Jennie Paternoster jpaternoster@kingcharles1.worcs.sch.uk