



Tips for parents of students who have Access Arrangements for their exams

What are Access Arrangements?

- Access Arrangements are a set of adjustments that are used for KS4 and KS5 students in their exams. These can include having a reader, scribe and 25% extra time.
- The school has to apply for Access Arrangements to the JCQ (Joint Council for Qualifications).
- In order to get Access Arrangements a pupil needs to either have an assessment by a specialist assessor or an EHCP (Education, Health and Care Plan).
- During the assessment a range of tests are used. In order to qualify for Access Arrangements, the pupil would need to have low scores of below 85 on a standardised test. These tests include reading, spelling and speed of working.
- Having a diagnosis of a learning difficulty does not automatically mean that you will qualify for help in the exams.
- Equally you do not need to have any formal diagnosis to be considered for Access Arrangements.

Practical tips to help pupils who have Access Arrangements:

- Firstly, look at the Access Arrangements that your son/daughter has; the most common ones are reader, scribe, 25% extra time, rest breaks and a word processor.
- Encourage them to use these at home when completing homework; for example, if they are entitled to a reader, then it is really helpful for you or someone else at home to read their homework tasks aloud to them.
- If they are entitled to a scribe, then please either encourage them to use a computer for their homework, or else feel free to write for them. **This does not mean that you complete the work for them.** Just write down their exact answers as they dictate them to you.
- If they have extra time, this means that it will probably take them longer to complete all of their work including their revision. It is really important that they take regular rest breaks and do not exhaust themselves. Little and often is the best way for them to revise.

Where to find more help and guidance:

- This is the JCQ website where we have to apply for the access arrangements: <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/>
- The British Dyslexia Association have this information for pupils who have dyslexia, but it is useful for other students as well: <https://www.bdadyslexia.org.uk/advice/educators/what-do-i-need-to-know/exam-access-arrangements>

You can also contact us at the school:

Mrs A. Davies – Assistant Headteacher - Vulnerable Pupils daviesa@wes.swecet.org
Ms. A. Wood – Deputy Headteacher and SENCo wooda@wes.swecet.org