

Exam Access Arrangements



Information and Advice



What are access arrangements?

Exam access arrangements are awarded so that learners are not put at a disadvantage compared to other learners. This might include having:

- extra time
- reader
- prompt
- use of a word processor.

What if I've had access arrangements before?

Please tell your Personal Tutor if you have had access arrangements at school or at another college. Your Personal Tutor will need to send information to the campus ALN Co-ordinator telling them how you normally work in class and what help you need.

How do I know if I need access arrangements?

You might not have sat any exams before so have never been assessed. Tell your Personal Tutor if you think :

- you take longer than other learners to read, write or finish tasks
- it takes you longer than other learners to think about what you need to say or write
- your handwriting is difficult to read.

What happens next?

Once your Personal Tutor has sent the information to the campus ALN Co-ordinator, you will be emailed an assessment appointment. The assessment should take less than an hour. After you have finished the reading and writing tasks, the assessor will let you know if you could be entitled to any exam access arrangements. The assessor will send an email to your college email to tell you which exam concessions have been requested.

The Exams Office will contact the Exam Board for permission to put the arrangements in place. Your Personal Tutor will be able to tell you if they have been agreed.

Important things to know:

- You must practise using your access arrangements during your lessons, mock exams and controlled assessments.
- Tell all your subject lecturers about your access arrangements as they might need to make sure the Exams Office knows you are sitting an exam.
- If you need to sit your exams in a smaller room or by yourself, you will need to bring in a letter from a hospital consultant, psychiatrist or educational psychologist.

And finally:

Remember, exam arrangements are not automatically put in place.

If you have not been assessed, you will not be given any exam concessions.

What the college will do:

- Assess you if there is evidence that you need exam access arrangements to make sure you are not put at a disadvantage in any exams.
- Let your lecturers know that you have had exam access arrangements by putting the information into the system. Only your lecturers and college support staff will be able to read this information. If you want a copy, please speak with your Personal Tutor or the campus ALN Co-ordinator.
- Send an email to your college email to tell you what exam access arrangements have been requested.

What you need to do:

- Tell your Personal Tutor and all your subject lecturers if you have had any exam access arrangements before.
- Attend your assessment appointment.
- Sign a Data Protection form that will allow us to send your information to the Exam Boards.
- Check your college email after you have been assessed.
- Make sure you have been told that the access arrangements have been approved - ask your Personal Tutor at least a month before you sit your exams.

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