[](https://www.staffs-iass.org/home.aspx)Fact Sheet

Exam Access Arrangements

What are Exam Access Arrangements?

Exam Access Arrangements can be put in place for children with Special Educational needs and/or Disabilities (SEND), so as not to disadvantage them in exam situations. Access Arrangements can include:

* Extra time
* Use of auxiliary aids
* Extra breaks
* Support from a scribe
* Access to exam materials in different formats

Who qualifies for Exam Access Arrangements?

Pupils with SEND needs may qualify for adjustments to be made during examinations. The legal requirement for this falls under the Equalities Act 2010. In order for this to apply, a child’s needs should fall under the definition of a disability. This means that they must have an impairment which has a substantial and long-term adverse effect on their ability to carry out day-to-day activities.

Does my child need a formal diagnosis for Exam Access Arrangements to be put in place?

Exam Access Arrangements are designed to ensure that pupils with SEND are not disadvantaged. Pupils would therefore have a SEND need, but they do not have to have any formal diagnosis. Any arrangements should reflect those put in place on a regular basis in school. For example, if a pupil usually works with a scribe, then it would be very possible that a scribe would be needed in an exam situation.

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Does my child need an Education, Health and Care Plan in place to get Exam Access Arrangements?

Exam Access Arrangements are based on need. They should reflect support that a child or young person receives in school. It is expected that the child or young person would therefore be receiving some form of SEND Support in school.

A child or young person, may have an Education, Health and care Plan in place. However, there is no need for there to be one.

How can I request Exam Access Arrangements?

Exam Access Arrangements need to be requested by school and there are certain cut-off dates for different arrangements/needs. It is worth noting that some of the cut-off dates for requests are as early as November of the academic year in which your child is sitting their exams.

Parents should contact the school Senco in plenty of time, if they believe Exam Access Arrangements should be requested. The Senco/school will then be responsible for requesting the necessary arrangements directly from the Exam Board.

When do I need to speak with school about Exam Access Arrangements?

There are different deadlines for schools to make applications for different access arrangements. The first deadline dates are usually in the November time of the academic year in which the exams are due to be taken. Whilst some access arrangements can be requested up until several weeks before the exam is due to take place.

Therefore, it is worth speaking with the school as early as possible, so that no deadlines are missed.

The following links contain more information regarding exam access arrangement

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

<https://www.gov.uk/government/publications/key-stage-2-tests-access-arrangements>