



Exam Access Arrangements: A Guide for Parents and Carers

What are access arrangements?

Access arrangements are adjustments that help students with special educational needs, disabilities, or temporary conditions access exams fairly. They do not give an advantage but remove barriers.

Examples include: extra time (usually 25%), a reader, a scribe, rest breaks, or use of a word processor.

How are arrangements decided?

Schools follow the JCQ (Joint Council for Qualifications) guidance, updated every year in the document 'Access Arrangements and Reasonable Adjustments'. Schools must follow the current versions, so arrangements may be reviewed.

Arrangements must:

- Reflect the student's normal way of working
- Be supported by evidence
- Be approved through the school's SENCo or assessor

What if I think my child should have Exam Access Arrangements?

Initially, please contact your child's subject teacher, who will then discuss with the SENCo.

Important points

- Not all students qualify for arrangements
- A diagnosis alone does not guarantee exam access arrangements
- Arrangements must match the student's normal classroom practice
- School must adhere to the statutory guidance outlined in the JCQ document 'Access Arrangements and Reasonable Adjustments' and cannot deviate from this.