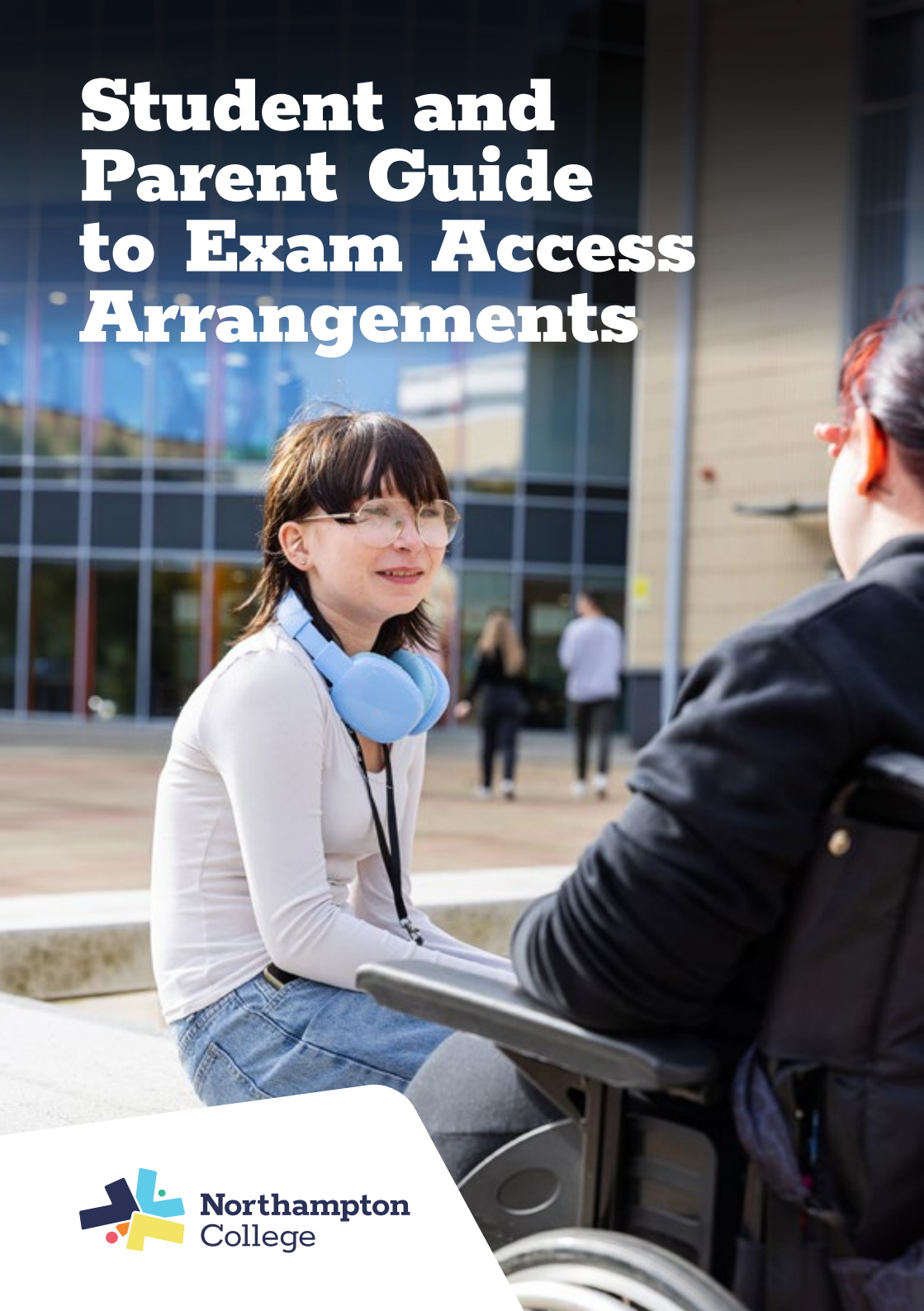
Student and Parent Guide to Exam Access Arrangements



Northampton College

What are Exam Access Arrangements?

Exam Access Arrangements (EAAs) are support arrangements that help students with disabilities, learning differences, medical conditions, or other additional needs to complete exams fairly.

They are designed to remove barriers so that you can demonstrate your knowledge and skills without being disadvantaged.

Your access arrangements will be based on:

1. **Your individual needs and difficulties**
2. **Your normal way of working in lessons, assessments, and mock exams**

Examples of support include:

- Extra time in exams
- Rest breaks during exams
- A reader to read exam questions aloud
- Use of a laptop
- A smaller exam room
- Support for medical needs.

What does "normal way of working" mean?

Awarding Bodies require colleges to show that any support used in exams is support you regularly use in class.

For example, if you need extra time in your exams, you should also be receiving extra time in classroom tests and mock exams. Your teachers will need to show that this support helps you work more effectively.





How to apply for Exam Access Arrangements

If you think you may need support in exams:

1. Speak to your teacher as soon as possible.
2. Tell them about any support you received at school.
3. Your teacher will discuss your needs with the SENCo and complete the necessary paperwork.

You may be asked to provide evidence of your disability, learning difference or medical condition, such as:

- Autism or ADHD diagnostic reports
- Letters from hospital consultants
- CAMHS reports
- Occupational Therapist reports
- Speech and Language Therapist reports
- Specialist Assessor Reports known as a Form 8.

Please note that the College cannot accept letters from GPs as evidence for Exam Access Arrangements.

If you had access arrangements at school, the College will contact your previous school to request the evidence used for your GCSE exams.

If you do not have the required evidence to support a request for extra time and/or a scribe, the College has staff members who are qualified to carry out assessments to see if you qualify for this.

Types of Exam Access Arrangements

Extra time

Extra time is available for students who need longer to:

- **Read and understand questions**
- **Process information**
- **Plan and write responses**

The most common arrangement is 25% extra time, which gives an additional 15 minutes for every hour of exam time.

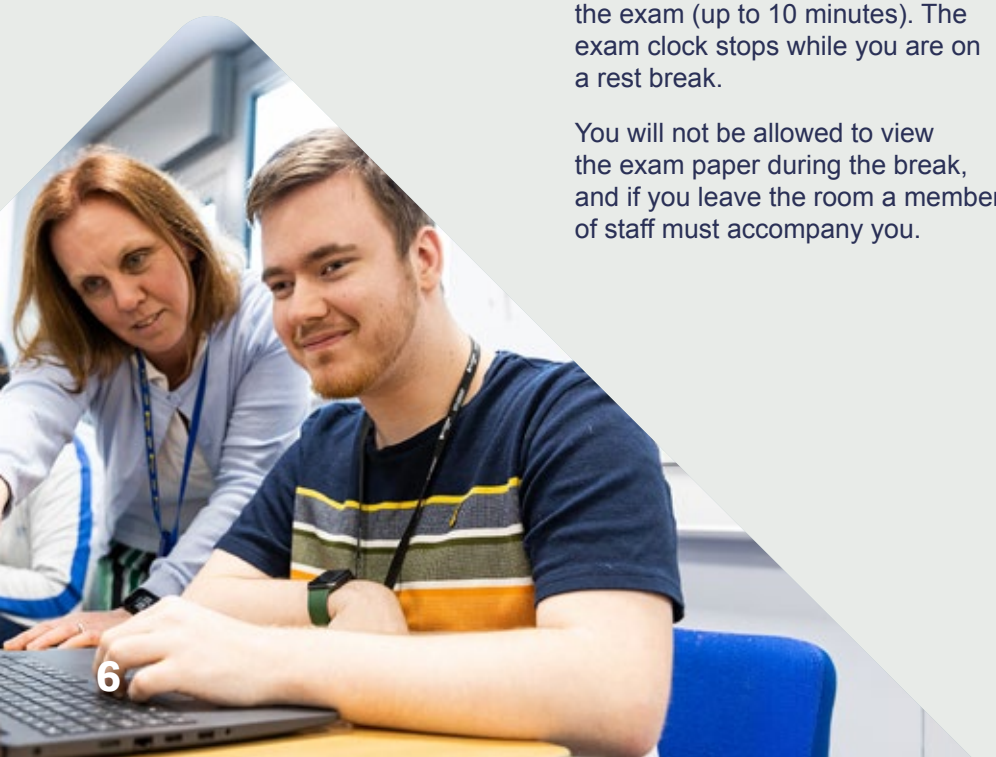
Supervised Rest Breaks (SRB)

Rest breaks can be provided if you find it difficult to remain focused or stay in the exam room for the entire exam due to:

- **ADHD**
- **Medical conditions**
- **Significant mental health difficulties**

You can take short breaks during the exam (up to 10 minutes). The exam clock stops while you are on a rest break.

You will not be allowed to view the exam paper during the break, and if you leave the room a member of staff must accompany you.





Reader

A reader can read the exam questions aloud to you if you:

- **Read slowly**
- **Find reading difficult**
- **Have difficulty understanding written text.**

The reader can read the questions but cannot explain, interpret, or change the wording.

Computer reader

In some exams, such as GCSE English Language, a human reader is not permitted because reading skills are being assessed.

In these cases, you will be able to use a computer reader, the College uses TextHelp Read&Write, which reads text aloud using software.

The software is available on college loan devices so you can use it in lessons, at home, and in exams where permitted.



Scribe

A scribe is someone who writes your answers and may be available if you:

- **Have difficulty writing at speed**
- **Experience pain or fatigue when writing**
- **Produce handwriting that is difficult to read.**

The scribe writes exactly what you dictate and cannot help you answer questions.

Reading pen

A reading pen is a handheld device that reads printed text aloud when scanned across the page.

It can read words and sentences but cannot explain meanings or provide definitions.

Use of a laptop

If using a laptop is your normal way of working in lessons, you may be able to use one in exams instead of handwriting your answers.

In most cases, spellcheck will be disabled during the exam.

Mobile phone access for medical reasons

Students with certain medical conditions, such as Type 1 Diabetes, may need access to a mobile phone during exams to monitor their health.

The phone will be held securely by the invigilator and provided to you only if it is needed, for example if a medical alert sounds.

Smaller exam room

If a medical condition, anxiety, or another significant need makes it difficult to sit exams in the large exam hall, you may be eligible to take your exam in a smaller room.

These rooms usually contain up to 20 other students. Some students with significant health needs may require a room of their own.



Noise-reducing headphones or ear defenders

If background noise affects your concentration, you may be able to use noise-reducing headphones or ear defenders during exams.

These must:

- **Be non-electronic**
- **Not connect to any device**
- **Meet exam regulations.**

Practical Assistant

Students with a physical disability or medical condition that affects their ability to handle equipment may be eligible for a Practical Assistant.

The assistant can help with tasks such as using:

- **Rulers**
- **Protractors**
- **Other exam equipment.**

The assistant cannot help answer exam questions.

Need Help?

If you think you may need Exam Access Arrangements, speak to your teacher or the College Support Team as early as possible.

The earlier we can discuss your needs, the more time we have to put the right support in place for you. The Support Team are based on the 2nd floor of the DARC in The Support Hub.

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