

# A PARENTS' GUIDE TO EXAM ACCESS ARRANGEMENTS

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## What are EAA?

Exam Access Arrangements can be put in place for students in order to enable them to access an exam fully without affecting the integrity of the assessment.

## Is my son/daughter eligible for any exam access arrangements?

Your son/daughter might be eligible if they have physical disabilities, sensory impairments and/or learning difficulties. Your son/daughter will be eligible for these if the EAA is either specifically mentioned in an Education and Health Care Plan (EHCP), is required due to a medical condition or has been put in place following a consultation between an EAA assessor and the school. The EAA must reflect your son/daughter's normal way of working within the school i.e. they will use these during lessons (where possible) and internal assessments. Only if these criteria are met will they be eligible to use the recommended access arrangements for their external exams.

## Common EAAs

Although there are a variety of EAAs that your son/daughter may be eligible for, two of the most common ones are a word processor and up to 25% extra time.

**Word processor** - your son/daughter might be eligible to use a word processor in their final exams in the subjects in which they usually type their work in lessons. This could be due to slow speed of handwriting or concerns over legibility.

**25% extra time** - this has to be the normal way of working in subjects and is due to one of the following:

- An EHCP which includes the implementation of extra time
- A medical condition that requires the need for extra time. In this case, we need a current medical letter from a consultant level confirming this for our files
- A recommendation from the external assessor after conducting a diagnostic assessment. This would be carried out no earlier than year 9 by an EAA assessor that has an established relationship with the school. Private assessments are not acceptable.

## Our school process

Please encourage your son/daughter to discuss any needs they have with their subject teachers. Teachers flag those students who are regularly needing EAAs, or who they think need them, to the SEN department. The SEN department will screen those students and then liaise with the EAA assessor to conduct the diagnostic assessment. Based on those results, EAAs are put in place and a letter is sent home by the Spring half term in their final year.

If you have not heard from us by the February half term of their final year and you think that your son/daughter requires EAAs, please get in touch with their subject teacher/s.

