

Exam Access Arrangements Pre-referral advice

Exam Access Arrangements (EAA) allow candidates/learners with additional needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment, e.g., readers, scribes and Braille question papers. It should not unfairly advantage students compared to their peers but be in place to achieve a 'level playing field'.

Should I refer a student to ALS for EAA?

Students should be struggling across all areas of non-practical study.

- Is there evidence of a negative impact on their progress over time? e.g., in more than 1 key assessment.
- Have any other areas of need been explored that may be having a negative impact on progress e.g. external circumstances, PT employment, attendance/punctuality etc. – rather than a learning need.
- If students are running out of time, have they practiced effective exam techniques / time management strategies to support this e.g., weighting / timings of questions, planning answers etc.
- Have they revised effectively? Do you feel reassured that any underperformance is not a result of lack of knowledge?
- Are they engaging in the required level of independent study?
- Have other teachers reported any difficulties on the pastoral log?
- Is there a history of need e.g., student identifies concerns from GCSEs/school, ongoing difficulties in college courses
- If a medical need, have they any evidence to support this?
- Is the student happy to be referred and for ALS to contact all their teachers?

Please note:

- **General exam anxiety is not a reason for any EAA e.g. alternative room.**
- **Being diagnosed with anxiety does not automatically qualify a student for an alternative room – it must be their normal way of working within college.**
- **Students cannot use a computer for exams just because they feel this will improve their speed of working or it's their personal preference.**
- **Students with a medical need must trial rest breaks in a series of formal assessments before Extra Time can be considered.**
- **JCQ make annual changes to EAA guidance therefore what was provided in school may not be allowed under the new guidance, e.g. scribe.**
- **We must prioritise students with impending exams which means some may have to wait for assessment.**
- **EAA should be in place before students sit their first external exam or start coursework.**
- **Referrals for Upper 6th should be made before December, so there is time to assess and ensure it has been their normal way of working**