

Exam Access Arrangements - A guide for Hinchingsbrooke Parents/Carers

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1. What is meant by Access Arrangement?

Assessment Arrangements allow students who are somehow disadvantaged to complete the same exam with allowances made. The disadvantage may be a special education need, a disability or temporary injury. These are in line with the Equality Act 2010. All access arrangements must be applied for by March for the summer season.

2. What are the different types of access arrangements?

- Scribe – A invigilator writes for the candidate who is unable to write for themselves.
 - Reader – An invigilator reads the paper to the candidate.
 - Reader pen – Students use a reader pen to read the paper to themselves using earphones.
 - Read Aloud – Students reads their own paper out loud.
 - Word Processor – Student writes their answers using a word processor.
 - Prompter – An invigilator gets the attention of the candidate in order to refocus them.
 - Bi-Lingual Dictionary – A dictionary provided in the mother tongue of the student by the school (students are not able to bring in their own dictionary).
 - Extra Time – Usually up to 25% on of the total exam time, which students are free to use or not.
 - Supervised Rest Breaks 1 – Those with a medical condition get time out of the exam hall, where their exam pauses, to meet their medical need.
 - Supervised Rest Breaks 2 – Those with specific learning difficulties are asked if they would like to take a break of 5 minutes for every 30 minutes in the exam. Their exam pauses during their 5 minute break.
 - Enlarged Scripts – Scripts are enlarged to the font size which meets a student's visual needs.
 - Coloured Overlays – Students are given a coloured overlay to use on their exam paper (colour will be predetermined).
 - Colour Naming – Invigilators name the colour of the object pointed to on the exam paper.
- There are other less common access arrangements.
 - There is no official arrangements which means a student can be in a smaller venue or single room. Sometimes referred to as 'shelter', this is not an official access arrangement, but can be put in place at the discretion of the school. Considerations for this are not only the possible benefits to an individual but will also rely on there being rooms and invigilators available.
 - Obviously some of the arrangements above will mean students are in a smaller location due to the nature of the access arrangement, such as having a scribe or reader.
 - In the past we have also had those word processing in small computer rooms. The regulations have changed regarding the use of laptops, and it is now expected that students who need word processor facilities will work on laptops in the main exam location.

3. Eligibility

All students are screened in the summer term of Year 9 to see if they qualify for access arrangements. This involves a number of tests, which are recognised assessments to screen for various needs. There is retesting in Year 12 as needed.

Parents/carers of those who will need an access arrangement will be informed by the school. It is also explained to the student what their access arrangement means.

Those students with medical conditions will need to supply the school with medical evidence. This includes long term medical conditions which can affect stamina, mobility and energy, in addition to eyesight and hearing issues.

For students who use word processing in exams, this has to be their normal way of working. This means students will regularly use laptops in lessons all year round.

Students who complete exams in alternative rooming (a different room from the main cohort) again need to have this as their normal way of working. This means students complete all subject assessments in an alternative room throughout the school year.

The school has to apply to each exam board in advance for those with access arrangements. The deadlines are:

1 November for the November Season

21 October for the January Season

21 March for the June Season

Those who have a medical condition just before or during the exam season (ie: breaking an arm) will need to contact us as soon as possible so we can apply for temporary access arrangements, such as a scribe. The school has to be satisfied that injury is genuine.