

What are access arrangements?

Access arrangements are **requested by your schools or colleges before you complete an assessment** and allow them to make small changes to the way the assessment is delivered or completed.

These 'reasonable adjustments' allow students with special educational needs, disabilities or temporary injuries to show what they know and can do **without changing the integrity or the demands of the assessment**.

Some examples of access arrangements include supervised rest breaks, extra time and/or use of:

- a reader or computer reader
- 'read aloud' software or an exam reading pen
- a scribe or voice recognition technology
- a word processor
- a bilingual translation dictionary

How do I request access arrangements?

Through your teacher or exams officer/administrator.

All requests for access arrangements have to come from your school or college.

They will assess the evidence available to make a decision about what support you can be given during an exam or assessment, within the rules we agree with the other awarding organisations through the Joint Council for Qualifications (JCQ).

If your school or college are unsure about the support you can get or need advice, they will get in touch with us to discuss your case.

How do I challenge the access arrangements I've been given if I don't feel they are sufficient?

You should start by talking it through with your school or college. They want the best for their students and will usually be able to explain the reasoning behind their access arrangement requests.

If, after speaking to your school or college, you're still unhappy with their decision, you can get in touch with our Learner Support helpdesk for advice on next steps.

I've completed the exam or assessment but wasn't given the access arrangements I needed. What do I do?

Talk to your teacher or the exams officer/administrator at your school or college. They'll review your personal circumstances and may make a request for special consideration if they feel that you've been disadvantaged.