

What can be done before and during Exams?

Access Arrangements and Reasonable Adjustments

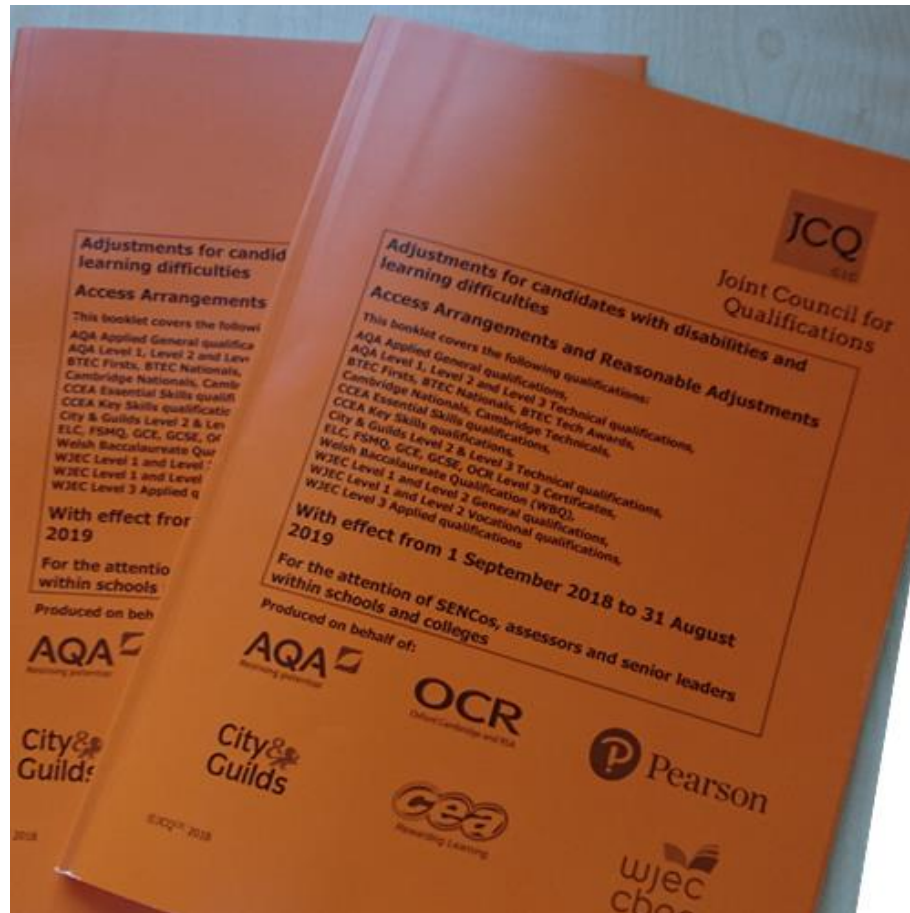
- These are applied so candidates are not disadvantaged either before or during exams
- You can apply via your school's **Exams Officer** who makes the application on line
- It is advisable to apply as early as possible so the school's **Special Educational Needs Coordinator (SENCO)** can begin to assess your needs (21st February 2020 deadline for 2020 summer exams)
- Depending on your normal way of working, Access Arrangements can include:
 - **Supervised rest breaks during exams**
 - **Deadline extensions to cover shortfalls in coursework**
 - **Use of a laptop or word processor**
 - **Modified Papers (June 2020 deadline is January 31st)**
 - **Use of a prompter**
 - **Use of a reader or sign language interpreter**
 - **Use of a scribe**
 - **Private invigilation at home**
 - **25% extra time (based on writing, reading, cognitive speeds and assessed by SENCO and/or an Educational Psychologist (EP))**
 - **50% extra time (ditto above but usually reserved for candidates with learning difficulties)**
 - **More than 50% extra time (ditto above but usually reserved for candidates with severe learning difficulties such as a visual impairment)**

What can be done after Exams?

Special Consideration

- These are adjustments to marks or grades applied after the exams have been completed, imposed to reflect a candidate's normal level of attainment in either exams or the completion of coursework
- Schools can request special consideration for candidates who were:
 1. **Absent from a timetabled component or unit due to illness:**
 - **When a candidate has missed an exam, an adjustment can be made to the final grade if they have covered the whole course.**
 - **If coursework for any assessment has been fully completed, the minimum requirement for enhanced or projected grading has been reduced to 25%.**
 2. **Present, but disadvantaged as a result of illness immediately before or during the examination period:**
 - **The maximum allowance is 5% of the total raw marks available for that component or unit. This is usually reserved for terminal illnesses or very serious or a disruptive domestic crisis leading to acute anxiety.**
 - **Candidates with very serious conditions such as Crohn's flares or having major surgery near the time of the examination would qualify for at least a 4% allowance.**

What needs to be done



- Obtain an explanatory letter from the consultant you visit at clinic. See exemplar
- Contact your school's Special Educational Needs Coordinator (SENCO) in order to establish the impact your condition has on your normal way of working
- Contact your school's Examination Officer so an application for Access Arrangements or Special Consideration can be made

For additional information I can be contacted at
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