

Exam Access Arrangements: Understanding the Process

Concerns identified

- Parents can contact teachers or Heads of Department at Myton School to ask for advice if they are concerned with the progress and learning of their child. Concerns are passed to the SEND Team, who will collate wider teacher feedback. Following this, a decision will be made as to whether it is appropriate to explore formal testing of Exam Access Arrangements (EAA) and parents and students are informed.
- Myton School uses guidance provided by the Joint Council for Qualifications (JCQ) when making decisions relating to all EAAs.

Referral for assessment

- Subject Teachers can refer a student to the SEND Team if they have concerns about the learning and progress of a student in their class.
- Teachers will be asked to provide additional evidence of need, and following this, a decision will be made as to whether or not it is appropriate to explore EAAs.

Gathering information

- The following documentation may be requested for EAA student files: questionnaires and referrals / specialist reports / past papers completed under exam conditions / examples of classwork / doctors' letters / medical diagnosis / specialist assessments / pupil passports / LASS / dyslexia screeners / school data / history of need / as well as the student's normal way of working, which must be demonstrated over a significant period of time.

The assessments

- The EAAs are carried out by an external Specialist Assessor, holding the appropriate qualification as regulated by JCQ.

Application processed

- Parents and students are informed of the outcome of the decision.