



Access Arrangements – Information for Students and Parents

Access arrangements are “reasonable adjustments” for students who have a disability or a special educational need that significantly affects them in exams.

Access arrangements

- Do not change the skills or knowledge being tested
- Must not give an unfair advantage, but ...
- Do give a level playing field so students can show their knowledge

There are a variety of access arrangements that can be provided, including:

- Support for reading (e.g. a reader, a reading pen)
- Support for writing (e.g. a scribe, a word processor)
- Support for working to time (e.g. 25% extra time, rest breaks)

Any arrangements that are used in exams are based on a history of need and are the normal way of working in the classroom and in tests and exams. Whenever possible, access arrangements that enable a student to work independently are encouraged.

Evidence is needed for most access arrangements and some of these need to be applied for and approved before they can be used in external exams. This sometimes means that testing needs to be carried out. Testing can take place in school or can be arranged privately, in liaison with the school. Strict rules must be followed so that the test scores can be used as evidence for access arrangements.

Please note: assessments that have been carried out without prior contact with the school cannot be used for access arrangements.

We will always seek to work with students and parents to ensure the most appropriate outcome for all students.

Please contact clowther@tchs.uk.net and we will be happy to advise.

Main School Office

Upper Site: Mornington Road, Woodford Green, Essex, IG8 0TP Telephone: 020 8504-3419

Lower Site: Sydney Road, Woodford Green, Essex, IG8 0TB Telephone: 020 8504-8946

www.tchs.org.uk info@tchs.org.uk [@TCHSWoodford](https://twitter.com/TCHSWoodford)

