

# Securing Exam Access Arrangements

## 1. Preparation

- Schedule a meeting with the school's SENCo
  - Begin this in Year 9 or early Year 10 for GCSEs, or Year 12 for A-levels.
- Collect professional reports
  - Gather documents such as reports from educational psychologists, paediatricians, or CAMHS.

## 2. Building the Case

- Keep a home record of your child's challenges
  - Note specific difficulties clearly (e.g., "Maths homework took 2 hours instead of 30 minutes").
- Email your observations regularly to the SENCo
  - Provide short, factual updates about struggles with schoolwork.
- Discuss and understand your child's 'normal way of working'
  - Confirm with the SENCo what support your child currently receives in class and tests.

## 3. Formalities & Evidence

- Gather required evidence based on your child's needs:
  - For Dyslexia/Learning Difficulties:
    - School-administered performance tests (e.g., reading speed) are necessary.
    - A formal diagnosis alone is insufficient.
  - For ADHD/Autism:
    - A formal medical diagnosis is crucial.
    - Additional performance tests are typically not needed.
- Allow the school to manage the official application
  - The SENCo completes and submits the forms to JCQ (Joint Council for Qualifications); your role is to provide supporting evidence.

## 4. After Approval

- Practise using approved exam arrangements
  - Encourage your child to regularly use extra time, laptops, or other adjustments in mocks and tests.