

Before - 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
- Depending on your normal way of working, Access Arrangements can include:
 - **Deadline extensions to cover shortfalls in coursework**
 - **Use of a laptop or word processor**
 - **Modified Papers (June 2017 deadline is January 31st)**
 - **Use of a prompter**
 - **Use of a reader or sign language interpreter**
 - **Use of a scribe**
 - **Private invigilation at home**
 - **Supervised rest breaks during exams**
 - **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)**

After - 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.**
 - **A projected grade can be generated if 50% of the examined assessment has been completed.**
 - **In cases where there is a single examined unit worth 60% of the overall qualification, or two examined components totalling 60%, the minimum requirement for enhanced grading is reduced to 40%.**
 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 or having major surgery near the time of the examination would qualify for at least a 4% allowance.**

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