**Letter to Parents and Carers**

Dear Parent or Carer,

**Access Arrangements in Examinations – June 2024**

Access arrangements are ‘reasonable adjustments’ for students who have a learning difficulty or a medical condition, which affects their performance in exams. They are put in place to make sure that all students can demonstrate their true learning and ability in their exams. They must not give any student an unfair advantage.

The decision to award access arrangements rests with JCQ (The Joint Council for Qualifications). To apply online for a decision, the school must first collect information from school staff of a student’s ‘additional to’ or ‘different from’ normal way of working in class, tests and examinations.

Once sufficient information has been collected, the school’s specialist assessor for access arrangements will see some students individually. This is to offer the student a series of tests of processing speed, to see whether the student’s needs meet the threshold for an online application. Neither the assessor nor any member of school staff will be able to confirm whether any access arrangements have been awarded, before the formal approval paperwork is received back from JCQ.

The SENCO/Examinations Officer will be in touch with you when confirmation of any access arrangements approved by JCQ has been received.

Please note that private assessments for SpLD (Dyslexia) undertaken outside school cannot be used to apply for access arrangements, unless first agreed in writing with the school SENCO, before the private assessment takes place.

Yours faithfully, etc.