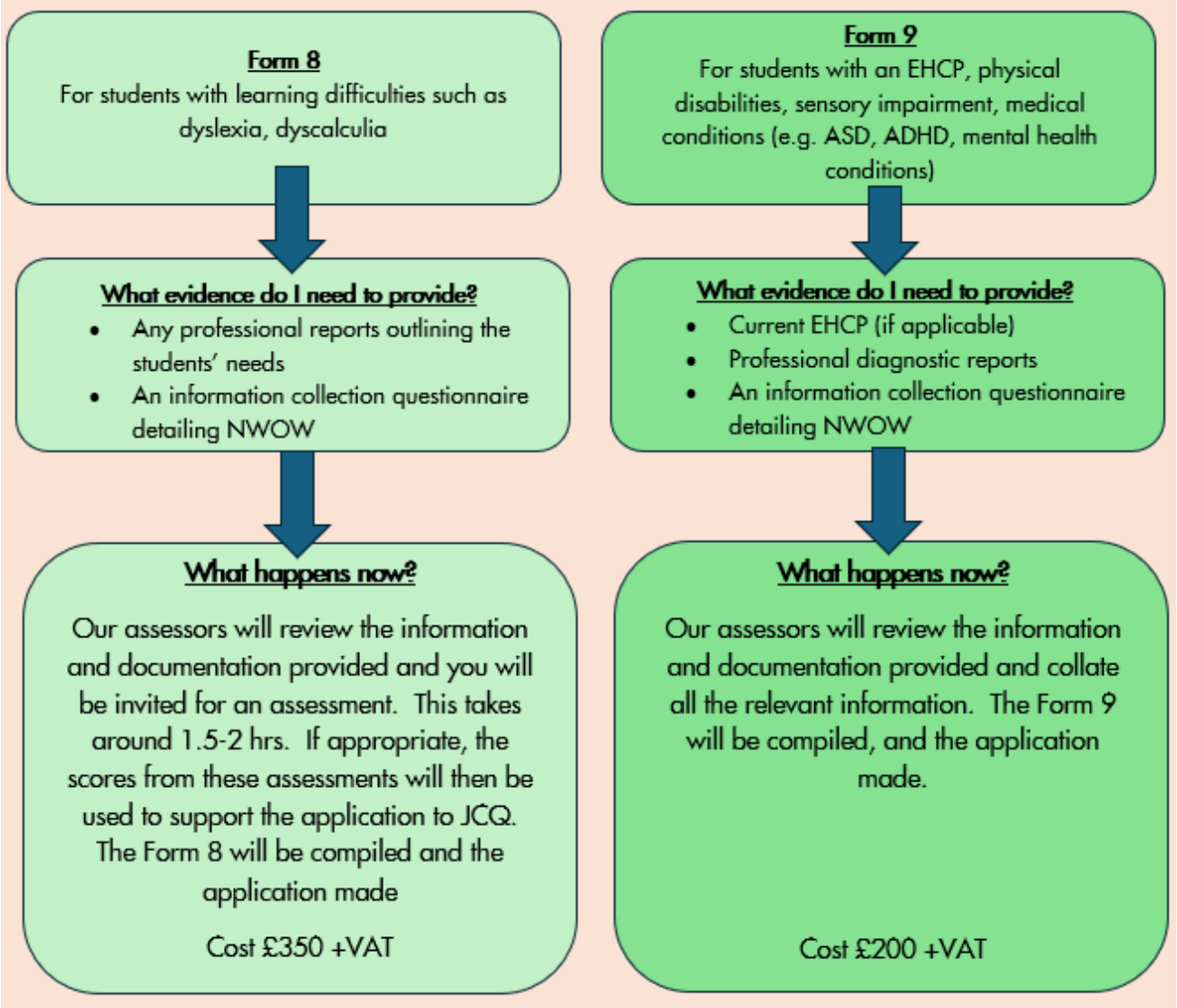
Thank you for enquiring about the possibility of your child sitting exams at Frewen College.

Access Arrangements for Examinations

We understand the importance of ensuring that all candidates have fair and appropriate access to their exams, and we are committed to supporting those who require access arrangements. The rules and regulations around exam access arrangements (EAA) are set by JCQ and we as a centre are bound by these.

If you believe that your child may require reasonable adjustments in their exams, please read the information below carefully.

There are two routes for applying for EAA dependent on the evidence of need and normal way of working (NWOW)in the current setting.



Access Arrangements available for external candidates at Frewen College.

- Up to 25 % extra time (additional evidence will be required in the form of mock papers with the use of a different colour pen to evidence use of extra time. This must be provided before an application can be made)
- Reader (an adult assigned to a group, pupils must raise their hand to ask for questions to be read)
- Computer reader
- Reading pen
- Word processor (with or without spelling/grammar check enabled)
- Supervised rest breaks
- Prompter

If you wish to pursue an application for EAA, please follow the steps below:

Step 1:

Complete the form on pages 3-7 and return to: **exams@frewencollege.co.uk**

Please include as much detail as possible.

Step 2:

Our EAA assessors will review your information and contact you to confirm whether a form 8 or form 9 will be needed.

Step 3:

Once you have received confirmation from our assessors, an invoice will be raised, and payment must be made within 48hrs. Upon receipt of payment, we will contact you with further details of a face-to-face assessment appointment if necessary. PLEASE NOTE, **we have limited assessment slots, if payment is not received the slot will be released.**

Step 4:

Following review and collation of the information provided, and assessment where necessary, our assessors will complete the relevant form which will then be processed by the exam officer.

Step 5:

Agreed access arrangements will confirmed and in place for your exams.

FOR CANDIDATES REQUIRING EXAM ACCESS ARRANGEMENTS ONLY

Additional Information Gathering for External Candidates

Please read and complete the following questionnaire in as much detail as possible

Please list previous schools:	
Current year group and learning situation: (eg flexischool/home ed/ tutor)	
Please list any formal medical or educational diagnoses:	
Please list any professional assessments and/or medical reports. Please send copies where possible.	
Historical difficulties with learning:	
What are the reasonable adjustments that are made in your current schooling situation that you are hoping to qualify for exam access arrangements? **e.g. 25% extra time**	

Please indicate which exam board you will be using for your exams.	

Please tick Yes/No as appropriate.

TIME	**Yes**	**No**
I always need extra time to complete assignments.		
I need extra time to formulate answers to verbal questions.		
I need careful explanations in straightforward language of tasks/assignment titles.		

READING	**Yes**	**No**
An adult usually reads for me.		
An adult helps read the occasional word for me.		
I avoid reading out loud.		
I have a problem following written instructions.		
I find it difficult to quickly understand what I have read.		
I find it hard to remember what I have read.		

WRITTEN WORK	**Yes**	**No**
My handwriting is difficult to read.		
I have difficulty copying from a board.		
I find it hard to take notes.		
I work on a computer/laptop rather than handwrite.		
I often need support to plan written work.		

I can explain verbally without a problem, but I struggle to write my ideas down on paper.		
I need support with my spelling.		

HANDWRITING	**Yes**	**No**
My handwriting is neat.		
I can write legibly for other people to read.		
I can write quickly and produce a good amount in the time given.		

SPELLING	**Yes**	**No**
I can spell common words.		
I can make a good attempt at trying to spell unfamiliar words.		

MEMORY AND CONCENTRATION	**Yes**	**No**
I have difficulty following oral instructions.		
I have difficulty concentrating for long periods of time.		
I have difficulty remembering messages and appointments.		
I need to have instructions repeated.		
I need to have instructions written down.		

PRACTICAL TASKS	**Yes**	**No**
I am good with practical tasks.		
I prefer practical tasks to written ones.		
I understand better if I can consolidate learning through practical experience.		

ORGANISATION	Yes	No
My organisational skills are weak – I often lose things/forget items.		
I find it hard to meet deadlines.		
I have difficulty working efficiently.		

PHYSICAL/HEARING/VISION	Yes	No
I need a large print version of documents.		
I use a coloured overlay.		
I find coloured paper useful for handouts.		
I have a visual difficulty.		
I have a physical difficulty.		
I have a hearing difficulty.		

EXAMS	Yes	No
I find revising for exams hard.		
I am often unable to finish an exam in the time allowed.		
I panic when I have to do an exam or test.		
I need to take frequent rest breaks.		
I need timely reminders to stay on task.		

SPEECH AND LANGUAGE		
I have had Speech and Language therapy in the past.		
English is my first language.		
I have a reasonable vocabulary and understand the meaning of many words.		
I am able to express myself clearly.		
I can speak in full sentences.		

NUMERACY	Yes	No
I have a good understanding of number.		
I have a good understanding of shape and space.		
I can read and understand data.		

Many thanks for your responses. If you would like to offer any other relevant information or to expand upon any of your answers, please do so here:

_____

_____

_____

_____

Name of Candidate: _____

Date: _____