

What are exam access arrangements?

Exam access arrangements (EAA) is the official term for support that some students have in exams. Examples include extra time, using a word processor (computer), and rest breaks.

There are lots of different access arrangements.

Why have you contacted me?

We contact students:

- who have provided evidence of previous exam access arrangements
- who have shared an inclusion/medical or learning need
- if a teacher has referred you
- if you are an adult student and you have indicated you may have a support need

Do I have to meet with you?

We meet with students to discuss their previous access arrangements and look at what support they might need at college. This is the best way for us to identify the support needed.

Some students may have a disability which doesn't require assessment, e.g. hearing impaired students. The EAA assessor assigned to you will let you know if they will need to meet you face-to-face.

What if I don't get in touch?

Our EAA assessors will try to contact you via Teams and/or mobile. If you do not reply to the messages, they may have to close the referral, which could mean you may not be eligible for exam access arrangements.

It is important you reply as soon as possible. Exam boards have different deadlines and if you delay in replying to us and the deadline passes we are then unable to make late applications (except in extenuating circumstances).

What if I don't want exam access arrangements?

If you do not want exam access arrangements please let us know (so we don't keep trying to contact you) and we'll close the referral.

What will the meeting involve?

We will chat about what difficulties you may have and what support helps you. We may need to do a few small assessments (which may include a review of your reading, writing etc.) for evidence for the exam boards that you need support.

How long will the meeting take?

It depends on the level of support needed. On average it takes approximately 45 minutes.

Where will my assessment take place?

If you are based at a particular campus then you will likely have your assessment there. If you are a distance learner, you may be asked which campus is the most convenient for you to attend.

Once you have made an appointment with one of the college EAA assessors, they will confirm with you the date, time and where they will meet you.

Will I need to prepare for the assessments, and will I need to bring anything?

No. There's nothing you need do to prepare for them and there is nothing you need to bring.

Will I have the same access arrangements that I had at school?

In school you may have needed support in some subjects but not all, so we will need to confirm if there will be any changes at college.

Many students want to be more independent and use technology, for example you may want to use a word processor (computer) instead of a scribe, or a reading pen instead of a reader.

I have an exam soon will I have my access arrangements?

It depends on what type of exam you are doing.

If it is an informal exam that your teacher has arranged, you will need to speak with them about what support you normally have – this is called “normal way of working”.

If you have a formal exam (set by an exam board) then it depends on the type of course. It typically takes 4 to 6 weeks to put access arrangements in place from the date you have confirmed your access arrangements with an EAA assessor.

I am an apprentice OR my course is assignments/coursework only, no exams. Do we still need to meet?

It depends. If you feel you may still need support, e.g. extra time to complete your assignments or end point assessment, then we will need to meet.