

### What evidence does college need?

There is no definitive answer, but most arrangements require school to complete either a **Joint Council for Qualifications (JCQ) Form 8** or a **Form 9**. Schools are legally required to give you a copy of any paperwork associated to your access arrangements.

### What if I need access arrangements because I have a medical need?

If you have a medical need which means you need exam access arrangements, you will need to provide evidence of your medical condition. A medical condition does not automatically entitle you to have access arrangements, but it does entitle you to be considered. However, we still work within the deadlines set by the exam boards and evidence must be provided in a timely manner – evidence received after the deadlines may not be able to be accepted and processed.

### What if I have an EHCP?

Whilst your EHCP will detail your needs and may mention access arrangements, it is still helpful for you to request a copy of your JCQ Form 9 from your school.

### Can I have my own room/smaller group room?

The exam boards have very strict criteria about who is permitted to have their own room and have issued additional detailed guidance around this arrangement.

Exam boards do not accept the following as reasons to have your own/smaller room:

- Anxiety (unless medically diagnosed)
- Previously had own/smaller room
- Not liking large rooms/crowds
- Letter from a GP
- Being home-schooled

**Note:** A medical diagnosis does not automatically permit students to have alternative rooming.

### When do I have to provide evidence by?

To guarantee that we will consider your eligibility you must provide evidence by October half term. We will do our best to review any evidence provided after this time, but we cannot guarantee it.

## **I've provided evidence what happens next?**

When we receive satisfactory evidence, you will be added to our list of students to be considered for access arrangements. We prioritise students based on exam board deadlines, (i.e. those with early exams will be assessed first). This may mean that it could be several months until we get in touch.

## **How will you contact me?**

We contact every student directly using Teams and/or mobile. You may wish to discuss your appointment with your parents/carers so that they are aware of your assessment and for them to raise any questions that they may have.

## **I've never had Access Arrangements before, can I have them now?**

We understand that people's needs can change, particular as course demands increase. Schools generally build up many years' worth of evidence for access arrangements and are able to put together substantial evidence of need.

As we don't have access to your school history of need, if you have not had exam access arrangements before then we need to build up evidence from scratch before we can assess – this can take time and does not guarantee you will be assessed.

If you have a new medical diagnosis, then this can be included as part of the evidence of need.

**If you have any questions that have not been answered here, please ask your EAA assessor, or contact our team at: [eea@derby-college.ac.uk](mailto:eea@derby-college.ac.uk)**