

How to Apply for Exam Access Arrangements

1. Assessment: Speak with your teacher or the college's support services to discuss your needs. A referral will then be made for you.

2. Documentation: Provide any necessary medical or psychological documentation to support your request.

Q - But I didn't have exam access arrangements at school, am I still eligible?

A - It does not matter if you had arrangements at school, you may still be eligible.

What happens after my tutor has made a referral?

1. Meeting: One of the college exam access arrangement specialist assessors will make an appointment to see you to gather more evidence regarding your needs.

2. Application: If the evidence gathered meets the thresholds set out in the Joint Council for Qualifications (JCQ) document, the college will submit an application on your behalf to the relevant examination board.

3. Approval: If approved, the arrangements will be put in place for your exams.

Q - What if I am not eligible?

A - You can talk to your tutor regarding exam technique and revision strategies.

FOR MORE INFO CONTACT

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MILTON KEYNES COLLEGE: SUPPORTING STUDENTS WITH EXAM ACCESS ARRANGEMENTS



WELCOME TO MILTON KEYNES COLLEGE

What Are Exam Access Arrangements?

Exam access arrangements are adjustments made to the standard examination conditions to support students with specific needs. These arrangements ensure that all students can demonstrate their true abilities without being disadvantaged by their individual circumstances.

Did you have exam access arrangements at school?

Perhaps you had extra time or a reader.

At College we will need to meet you and check the right arrangements are put in place based on your normal way of working at College.

You will not automatically have the same arrangements at College that you had at school.

If you did not have exam arrangements at school, but feel you needed them, you can be assessed at College to see if you now meet the criteria.

All exam arrangements must reflect how you work in class and in mock exams at College.

Types of Exam Access Arrangements

- **Extra time** – if you rarely complete tasks in the time given, you may be eligible for extra time.
- **Supervised rest breaks** – if you struggle to stay focussed for long periods of time and/or have a time-out card for lessons, you may be eligible to take short breaks without losing any time.
- **Alternative rooming arrangements** – if you have anxiety when in a room with a lot of people or are very easily distracted, it may help you to be in a smaller room with fewer people.
- **Reader/computer reader/reading pen** – if you struggle to read text and remember what you have read, it may help you to hear the text read aloud.
- **Read aloud** – you may prefer to read aloud yourself.
- **Word processor** – if you find it easier to get your thoughts down by typing rather than writing.

- **Scribe** – if you really struggle with getting your thoughts down on paper because of severe spelling/writing difficulties, you may be able to dictate to a scribe/dictation software, although you may lose some marks in certain subjects if you do this.
- **Prompter** – if you struggle to concentrate, this may help you to stay focused.
- **Modified papers** – you may need larger print.
- **Coloured paper** – if it helps to stabilise print.
- **Fidget toys** – if they help you to focus.
- **Music/white noise** – if you have paperwork from a consultant saying you need it.
- **There may be other arrangements you need which can be discussed with the exam boards.**