

Frequently Asked Questions and Answers for Parents

<p>What are Exam Access Arrangements and how do I know if my child qualifies?</p>	<p>Please see the Access Arrangements Procedures (Appendix 1).</p> <p>All arrangements are considered on a case by case basis. For the most part, students are required to be assessed following a referral from two different teaching staff.</p> <p>If a private assessment of any kind is sought this must be communicated to the Access Arrangements Coordinator prior to the assessment. This is so the correct procedures can be followed and advice given to families. Like assessments done in school, private assessments must be supported by teaching staff. HCCS may reject a privately commissioned report if the correct procedures have not been followed or supporting evidence gained.</p>
<p>Can my child go in a smaller room away from the main exam hall?</p>	<p>Unless there is a genuine need all students will sit their exams in the main hall. Alternative Rooming Arrangements require evidence of need such as medical or sensory needs. Evidence is required from a medical consultant or external agencies such as CAMHs. Letters from a GP are not acceptable. All evidence provided is subject to approval by the Exams Officer and Access Arrangements Coordinator.</p> <p>Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for this arrangement.</p> <p>Classrooms are considered a small room and therefore during class assessments students will remain in the classroom with their peers.</p>
<p>My child has a computer reader. How does this work?</p>	<p>HCCS uses reading pens for this arrangement.</p>

	<p>See reading pen guide. (Appendix 2).</p> <p>Non bluetooth, wired, headphones are required to use a reading pen. During internal mock exams and external examinations students will be provided with these headphones. Students may bring their own but they will need to be checked prior to an examination.</p> <p>Students with this arrangement will sit their examinations in the main exam hall.</p>
<p>My child has a word processor. How does this work?</p>	<p>A laptop / word processor will be provided by the school for use during external exams. Following an external exam a member of the exams team will print off the students exam paper. Students are required to read through and sign their exam paper.</p> <p>Students with this arrangement will sit their examinations in the main exam hall.</p>
<p>My child has rest breaks. How does this work?</p>	<p>Students will raise their hand when they feel they need a break. The exam paper will be removed. When the student is ready to start again, the paper will be returned and the time taken for the break will be added back onto the end of the exam. e.g. a 2 hour exam where a student has one 5 minute break, the exam will be 2 hours and 5 mins long. If a student has 25% extra time as well and takes a 5 minute rest break the exam will finish after 2 hours and 35 minutes.</p> <p>Although rest breaks are allowed, students must be mindful that if they have an exam later on that day and they have an extensive number of rest breaks they may miss a later exam.</p> <p>Students with this arrangement will sit</p>

	<p>their examinations in the main exam hall.</p>
<p>My child has a medical need, how will they be supported?</p>	<p>Supervised rest breaks are generally the most appropriate arrangement for medical needs. However all needs are considered on a case by case basis. However, some common arrangements are:</p> <ul style="list-style-type: none"> - Modified papers due to a Visual Impairment. - Access to mobile phones for Diabetic students. However there are strict rules in which students must comply. <p>In accordance with JCQ rules and regulations, rest breaks must be trialled before extra time can be explored.</p>
<p>Can my child use a fidget toy / ear defenders?</p>	<p>This is allowed following approval from the Exams Officer or Access Arrangement Coordinator.</p> <p>Fidget toys must be discrete and silent.</p>
<p>My child had Access Arrangements in primary school. Will the same arrangements be in place?</p>	<p>Arrangements will be put in place in Y7 only if acceptable evidence such as a dyslexia report or EHCP. Primary schools are not held to the same standards as Secondary schools and sometimes arrangements cannot be put in place due to lack of evidence. If arrangements are agreed, students will need to be reassessed no earlier than Year 9, as per the school policy and JCQ rules and regulations. (Students with an EHCP may not need to be assessed).</p>
<p>Will my child's arrangements be in place for all exams?</p>	<p>There are some exams where arrangements are not allowed. This includes a Human Reader during the reading section on an English Language paper. Reader and/or scribe during MFL exams. Access Arrangement also must not be used during exams testing the time in which a</p>

	skill is performed, for example sports, musical performance, expressive arts.
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Appendix 1 - [Access Arrangements Procedures](#)

Appendix 2 - [Guide to using a reading pen](#)