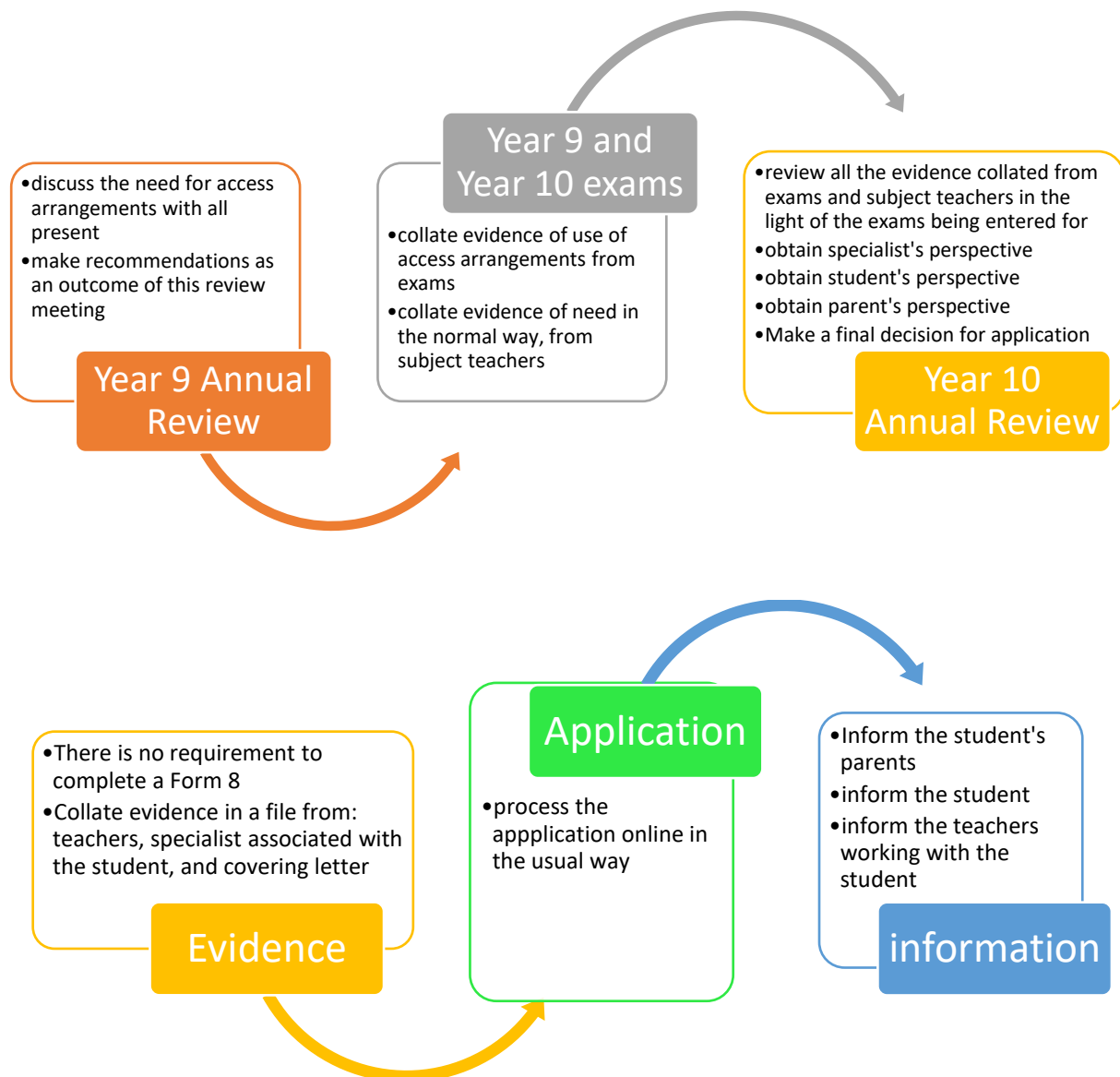


EXAM ACCESS ARRANGEMENTS: EHC PLANS

The process of application for exam access arrangements for students with an EHC Plan is different for a student without one.

This handout provides instructions and information regarding how to apply for access arrangements for students who have an EHC Plan.

There is no requirement for a specialist assessment and the application will vary according to the category of need. There is, however, a requirement to obtain evidence of need and normal way of working and to show that the application is based upon what is usual for the student.



MOVING TO YEAR 12

- Is there an ongoing need for access arrangements?
- If yes, continue:

Before Year 12 Annual Review meeting

- Contact student's teachers and obtain evidence of need
- Contact all specialists involved in the student, to obtain their views

Year 12 Annual Review meeting

- Discuss with all present the ongoing need for access arrangements
- Discuss in the light of the programme of study being followed by the student, coupled with their specific need

Following the Year 12 Annual Review meeting

- Collate a file of evidence of ongoing need and use, from subject teachers and exams
- Make the application online in the usual way in good time (note times for enlarged and modified scripts vary from extra time)
- Write a letter to be held on file which records the specific AA to be applied for and why
- Ensure you have evidence from the specialists involved, where possible

Information

- Ensure the student is informed of the outcome and supported in how to use the AA
- Inform the student's parents of the outcome
- Inform the teachers involved
- Ensure the student has the opportunity to practice using the access arrangement