

Regulations concerning Access Arrangements for External Examinations

Please see below information regarding Access Arrangements for External Examinations, for the summer exam series.

Kindly note that should you need to apply for any Access Arrangements (such as extra time during exams), you will need to inform the Exams Office (exams@englishschool.ac.cy) as soon as possible and **no later than the end of November**, by submitting the relevant diagnostic assessment report of your child. This way, the school will be able to provide any arrangements during the mock exams and your child will thus be eligible to receive the arrangements during the external examinations as well.

This information is taken from the JCQ Regulations:

Access arrangements are agreed before an assessment. They allow candidates with substantial impairments such as **special educational needs** ('learning difficulty or disability which calls for **special educational provision** to be made for them' '**substantial and long-term** sensory impairments such as those affecting sight or hearing, mental health difficulties and long-term health conditions) or **disabilities** ('physical or mental impairment which has a **substantial and long term** adverse effect on someone's ability to carry out normal day to day activities') to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment.

Arrangements must be processed and approved before an examination or assessment, no later than the published deadline of middle February.

Late applications for temporary injuries or impairment (such as a fractured or broken writing hand or pain and discomfort caused due to surgery which occurred during the examination period) are permissible after this deadline.

The arrangements put in place **must** reflect the support given to the student in school, i.e. in the classroom, during internal school tests and mock examinations and thus should be the 'normal way of working' for the student. The school should be able to show a history of support and provision for the student. Thus, **the arrangement cannot suddenly be granted to the candidate at the time of his / her examinations.**

If the candidate has **never** made use of the arrangement granted to him/her, e.g. extra time or supervised rest breaks, then it is **not his/her normal way of working** and the school may consider withdrawing the arrangement.

The candidate **must** have a diagnostic assessment report, from no earlier than Year 3, confirming **a significant learning difficulty or disability which has a clear, measurable and substantial long term adverse effect on performance and speed of working.** This must have been undertaken by a specialist diagnostic assessor.