

Extra time, readers and scribes, separate invigilation, use of word processor

If you believe your child is entitled to any of the above arrangements for exams, and they are not already in contact with the Study Support Department about this, then your child will need to contact Study Support to discuss their needs and make a formal application by **February 19th 2016** at the very latest. The College will be unable to process applications after this date in time to meet strict JCQ deadlines.

Regulations are very strictly applied by the JCQ regarding access arrangements for exams and after **February 19th 2016**, the College will only be able to make applications based on emergency situations (broken bones, medical problems, etc).

If making an application, evidence for a medical condition must be current (within the same 12 months of the date of the exam) and from a **specialist consultant**. Please note, letters from GPs are no longer acceptable under the regulatory criteria and the College will not be permitted to approve an application unless all evidence meets this criterion.

Separate Invigilation due to anxiety

Students who request separate invigilation for exams due to anxiety must provide specific evidence of a long term condition. Such evidence can be provided from a GP, CAMHS, Counsellor or Therapist.

Study Support staff are available to your child on Wednesdays 15.45 to 16.45 to advise them about their circumstances as well as to receive applications and evidence of need. Please note that only three such sessions remain before Half Term, during which the formal deadline occurs on **February 19th 2016**.

When seeing Study Support staff to request access arrangements for exams, your child will be asked to complete a form and attach the evidence they provide to it.