

Exam Access Arrangements (EAAs) Requests – Guidance for students and Parents 2017-18

EAAs at BHASVIC are based on assessments carried out by our own qualified assessors in accordance with the JCQ recommendations. We do not accept Educational Psychologists reports for this purpose.

BHASVIC is required to follow tightly regulated guidelines with regard to EAAs. The regulation body is the Joint Council for Qualifications (JCQ). The JCQ regulations for EAAs are updated annually and this means that we cannot guarantee that you will necessarily continue to receive the same EAAs you had at school.

- If you had EAAs at school, you will be invited to be reassessed during the first week of September before your courses start or at some point during the first term to see if you are entitled to the same arrangements for your Level 3 qualifications.
- **If you did not disclose this information at enrolment, please contact Colette McElroy (c.mcelroy@bhasvic.ac.uk) to discuss this and appropriate assessments will be done. We cannot provide appropriate support and/or EAA for students who do not disclose their needs. All assessments must be carried out by January 21 – we cannot assess any later than this.**
- If you have had EAAs due to a long term sensory need or a medical or psychological condition, upon the receipt of appropriate evidence from a specialist consultant, we will request a continuation of your EAAs for the duration of your studies at BHASVIC. This must be dated within one year of the exams to be taken and received by us by January 21st.
- If you have not previously had any EAAs, but you feel that you are struggling to finish assessments/exams consistently in more than one of your subjects and you are finding it difficult to keep up in lessons with writing and reading tasks, please speak to your teacher who will assess whether a referral to the Study support department is appropriate.

Use of a Word Processor in Exams

The JCQ provides the following guidelines on when it is acceptable for individuals to be given access to word processing during examinations:

- *A learning difficulty which has a substantial and long term effect on their ability to write legibly.*
- *A medical condition*
- *A physical disability*
- *A sensory impairment*
- *Planning and organisational problems when writing by hand (to be assessed)*

'A word processor cannot be simply granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home. The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.' (JCQ 2016-17)

At BHASVIC we will review requests for the use of a word processor in exams if one of the following conditions is met:

- An internal assessment by one of our qualified assessors has identified and verified the need for the use of a word processor (includes slow hand writing speed and illegible handwriting)

- A medical, physical or sensory disability that confirms use of a word processor as necessary. (We require confirmation in writing by a specialist or consultant, a letter from a GP is not sufficient.)

- If you used a word processor for your GCSE exams, we will request supporting evidence from your school and this will be considered alongside a new assessment of need.

The use of a word processor in exams is for students who need to do extended writing. Unless there is a medical reason or a specific need, we do not permit the use of a word processor for Maths.

Students who do the following subjects will not qualify for extra time in the practical element of their exams or assessments.

- Fine Art
- Graphic Design
- Dance
- Drama and Theatre studies
- Photography
- Music
- Sport
- BTEC diplomas in any of the above or any subject that requires them to perform a skill.

Following submission of a request and provision of supporting evidence, an assessment will be carried out by one of our qualified assessors to finalise a decision and provide necessary evidence of need to the JCQ.

If you require further information about EAAs, please contact:

Colette McElroy SENCo, Head of Additional Learning Support and ESOL
c.mcelroy@bhasvic.ac.uk