



## Exam Access Arrangements Information for Parents and Students

Access arrangements provide students with specific needs (such as learning difficulties, disabilities, or medical conditions) fair and equitable testing conditions.

There are different types of access arrangements available to help with difficulties in areas such as reading, writing, speed of working, and concentration. **Not all students with an additional need will qualify for exam access arrangements.** Arrangements are only given if the difficulty affects a student's ability to access exams **fairly and are within the JCQ rules**, which the college are bound by.

Access arrangements must reflect a student's **normal way of working** in lessons and tests. This must be supported by teacher evidence and, where relevant, medical documentation. Wherever possible the college encourages access arrangements that **enable a student to work independently** so that we are giving them the tools to support them through their independent study as well as into working life.

- If you had exam arrangements at school, you must tell us by **12th September 2025** so we can check, process, or reassess as required.
- Strict JCQ deadlines do not give the college enough time to establish normal working patterns to be trialled. Therefore, any **new referrals** (students without previous access arrangements at school) will **not have any approved access arrangements in place for any exams in November and January** of their first year of study with us.

Access arrangements from school **do not automatically carry over** to college. Nothing will be in place until access arrangements have been reviewed and approved by the exam boards, or the student has been seen by a member of the Exam Access Arrangement Team.

**When you are seen by the exams team will depend on when your first formal exams take place** - we must prioritise students based on exam dates. If testing is needed, you'll be given an appointment. It is essential you attend. If three appointments are missed, the referral will be closed.

Please also note that **private assessments** carried out without prior contact with Franklin College **cannot** be accepted. Equally, **specialists** e.g. medical consultants or psychiatrists are **not responsible for making decisions about access arrangements**. These arrangements can only be put in place by qualified members of the college who must follow JCQ rules. The college is regularly inspected to ensure it is working to those strict rulings.

**Over time**, it may become apparent that a teacher or the student themselves recognise an issue and think an access arrangement may be needed. Teachers, or the student in collaboration with their teacher can **make a referral to the Exam s Access Arrangement Team at that point**.

If you have any further questions, wish to send in evidence from school or any medical evidence, then please email the Exam Access Arrangement Team on: [LSR@franklin.ac.uk](mailto:LSR@franklin.ac.uk)