

Guide to: Exam Access Arrangements at Truro and Penwith College.



Thank you for informing us that you had **exam access arrangements** at school/previous provider and/or for getting in touch because you think you may require exam access arrangements (for example, extra time, a reader, or a laptop).

How it works at Truro & Penwith college – if you have had EAA before.

Exam access arrangements from school/previous provider do not automatically carry over to college. Therefore, if you haven't already, please provide a copy of one of the following from your previous school/provider to enable us to consider access arrangements for you at Truro & Penwith college:

- Education Health Care Plan
- School IEP/pupil passport
- Medical diagnosis paperwork
- JCQ Form 8 Report
- JCQ Form 9 Report plus medical evidence (e.g., a letter from: hospital, a medical professional (not a GP) or from CAMHS
- JCQ Form 9 report plus EHCP.
- Sensory Impairment Services report
- Access Arrangements Online (AAO) approval
- Confirmation of your previous exam access arrangements (on headed paper or an email from previous school/centre of learning)

Please email evidence to learningsupport@truro-penwith.ac.uk or take to Mylor Learning Centre (Truro) or Lamorna Learning Hub (Penwith).

In addition to this, your lecturers will need to provide evidence to confirm your usual way of working in the classroom. Once we have the required information you will be invited to meet with one of our Specialist Assessors to consider your needs.

How it works at Truro & Penwith college – if you have not had EAA before.

In order to be considered for exam access arrangements we must explore the evidence that we have for you and apply in your first year of study. Referrals made for learners made after October Half-term in their first year of study (and beyond) are not able to be considered in line with JCQ guidelines. Our specialist assessors will gather the information sent in by you and your teachers and invite you in for a pre-assessment using our screening software EXACT. If this identifies a need for a full EAA assessment then you will be invited in as per the details below. If it does not, you will be notified and other support options can be explored.

The consideration process

One of our level 7 specialist assessors, Rachel, Linda, Lucy and Jenny will consider the information we have for you and determine if any further assessment is required. If it is, you will be emailed with an assessment time and location and then will send a Teams Message on the morning of the assessment to remind you.

If following this process our assessors determine you require additional support for exams, they will apply to JCQ for this and email you to confirm what has been allocated. This information will also be shared with your lecturers and put on your student record.

Please note: As per our Exams Policy, our Specialist Assessors decision regarding exam access arrangements is final and not subject to appeal. See policy here.

Key things to note for any learner being considered for EAA:

- Exam Access Arrangements are just one form of support that the college may be able to provide. Our specialist assessors and learning support team can discuss options for support with you, please email learningsupport@truro-penwith.ac.uk if this is of interest.
- We see learners in order of their first assessment date e.g., learners with January exams will be seen before those with summer exams, so try not worry if you haven't been seen straight away.
- We cannot guarantee the rescheduling of appointments due to the volume of learners requiring assessment, so please make all attempts possible to attend your scheduled meeting time.
- Where the evidence provided by your teachers does not support the evidence you have provided we cannot confirm that the requested EAA is your 'usual way of working' and therefore EAA may not be allocated or may only be allocated for specific subjects. We will notify you if this is the case.
- Delayed/late medical diagnoses will be considered on a case-by-case basis regardless of year of study.
- Private diagnostic assessments for Specific Learning Difficulties (SPLD) e.g. dyslexia, dyspraxia do not supersede the EAA assessment and allocation process.
- Dyslexia Screeners are available at college but are separate to the EAA process and a high outcome on a screener does not lead to referral to the exams team.
- Exam access arrangements are only applicable to learners who are assessed as being at a substantial disadvantage or with medical diagnoses that would impact an examination e.g., those with an EHCP, epilepsy, Tourette's.
- A referral to the specialist assessors is not a guarantee of EAA.
- 'Small room' allocations will not be in the main sports hall but in a smaller space of up to 50 learners. In order to be allocated one of these you require a medical letter from the professional treating your condition (as per JCQ guidelines, this cannot be a letter from your GP).

Deadlines for providing evidence:

- **October half term**
- **The deadlines do not apply to apprentices who are on 'rolling entry'.**
- Due to the time constraints, we are unable to apply for exam arrangements for **new** students opting to take the maths and English GCSE resit exams in November.
- If evidence is not provided by the relevant deadline, we cannot guarantee that you will be in place in time your exam access arrangements in time to meet the awarding body application deadlines.