K Kettlebrook
Short Stay School

Dear Parents/Carers of Year 11 Students,

GETTING PREPARED FOR SUMMER EXAMS!!!
RE: ACCESS ARRANGEMENT TESTING FOR GCSE EXAMS & FUNCTIONAL SKILLS

As part of our normal planned procedures for all Year 11 students, we will be inviting Year 11 students to work with Mrs J Gentles (retired SENCO and Access Arrangement Assessor) to see if your child is eligible for Access Arrangements for their exams from May 2020 to June 2020.

'ACCESS ARANGMENTS are a pre-examination adjustment for a candidate based on evidence of need and normal ways of working.' (The Exams Office - A guide to managing access arrangements 2019/2020)

For example, could they have support to help them access the exams paper. In the past 50% of our Year 11 students have been able to have:

- A SCRIBE – a member of staff to write your child's answers down for them.
- A READER – a member of staff to read out certain sections of the exam paper to your child.
- EXTRA TIME – for your child to have additional exam time to complete their exam papers.

To support these arrangements there must be valid and appropriate evidence to support a child's need. Mrs Gentles will work with your child to ascertain if they have any requirement through some simple testing procedures.

Together with this and supporting evidence from our SENCO, Mrs L Georgiou, an application will be made to the appropriate exam boards. Please note that there is no guarantee that the boards will approve requests, however, we will inform you and your child of any approved Access Arrangements.

Your child will also be given time within Mock Examinations before Christmas and in the Spring to ensure they are comfortable with any arrangements before their Summer exams.

If you have any questions about this process, please do not hesitate to contact us.

Yours faithfully,

Mrs K Rogers
Executive Head Teacher

Staffordshire
County Council