



ST ALBANS
SCHOOL

EXTRA TIME AND OTHER ACCESS ARRANGEMENTS FOR PUBLIC EXAMINATIONS

Access Arrangements allow pupils with medical, physical or specific learning difficulties to access public examinations. They enable them to show what they can do without changing the demands of the assessment. The School makes applications for Access Arrangements to the exam authorities. No application is made without the prior consent of a pupil and the receipt of a signed data protection declaration.

If your son or daughter has a long-term medical condition (for example: hearing or visual impairment, colour blindness, long-term use of medication) or physical disability which would represent a substantial disadvantage if reasonable adjustments were not made, you should send the School current medical evidence (for example, a doctor's letter) as soon as possible. The letter must indicate the nature of the condition or disability, state that it is ongoing (more than 12 months) and must give details of difficulties which may be experienced when a candidate is sitting examinations. In accordance with the regulations, applications can only be made if, in addition, the School is able to collect substantial evidence of need. Following receipt of this letter we will make every effort to collect evidence and to make the strongest possible case to the examination authorities when the time comes. Early notification of any condition will assist us in this process.

If your son or daughter has been diagnosed with a specific learning difficulty, please contact the Learning Support department (email: retaylor@st-albans.herts.sch.uk) so that they can consider appropriate arrangements. The regulations governing Access Arrangements for a specific learning difficulty require a Specialist Assessor's Report and evidence of a substantial history of need. The Department will advise whether or not further assessments are required before an application for Access Arrangements can be made and will oversee the collection of evidence.

In accordance with the regulations, irrespective of documented medical, physical or learning difficulties, in all cases, the Head of Centre must be satisfied that there is an extensive history of need.