



## More Information

### School-based SENCO / Examinations Officer:

For more information about exam access arrangements or to speak to someone about your child's needs, please contact the school's **Special Educational Needs Co-ordinator (SENCO) or the Examinations Officer in school.**

### School Website:

The school also has a **SEN Information Report** on its website. This report will have information for parents and carers about how the school supports pupils with SEND.

## Birmingham's Local Offer for children with SEND

The **Local Offer** will help you to find more information about provision that is available for children and young people with SEND in Birmingham and how to access different types of services and support. Please visit the Local Offer website:

**Special educational needs or disabilities; Birmingham's Local Offer**

Help and advice for children and young people with special educational needs (SEN) or disabilities	Support for babies and pre-school children with Special Educational Needs
What to do if you're unhappy with a SEND statement, assessment or plan	Education, Health and Care plans for children and young people
Assessment of Needs	What is the Local Offer?

[www.birmingham.gov.uk/localoffer](http://www.birmingham.gov.uk/localoffer)

## Pupil and School Support

Partners on the pathway to a positive future for children and young people

### Information for Parents and Carers Exam Access Arrangements

Pupil and School Support and your child's secondary school must adhere to the regulations outlined by the Joint Council for Qualifications (JCQ).

JCQ specifies the criteria that a student must meet in order to qualify for access arrangements.



Pupil and School Support teachers are qualified to assess the eligibility of students with cognition and learning difficulties for the following Exam Access Arrangements:-

Arrangement	Based on the following Area of Need
<b>Reader/ Computer reader</b>	Reading Comprehension
	Reading Accuracy
	Reading Speed
<b>25% Extra Time</b>	Processing Speed
	Handwriting Speed
	Reading Speed
	Working Memory
<b>Scribe / Speech Recognition Technology</b>	Illegible spelling and/or handwriting
	Slow handwriting

## Access Arrangements Process

- The student should currently receive additional support in school as part of their normal way of working (reader, scribe, extra time).
- School, i.e. Teachers and SENCO, believes the student will require this additional support in formal assessments and exams.
- Parents are asked to provide written consent for assessments to take place.
- At the request of the school, Pupil and School Support (PSS) will carry out appropriate assessments with the student.
- PSS will only assess the student if the student has an understanding of the purpose of the assessment, agreeing to the arrangement in principle.
- The student must sign the Data Protection Notice.
- Once the assessments are complete the recommendations of the assessment are submitted to the school on a Form 8c.
- The school then makes the decision as to whether to apply for the arrangement online.

**NB**—To qualify for the arrangement a Standardised Score in each assessment has to be **84 or below** and the school must have evidence of the student's **normal way of working**.

## What if the student doesn't meet JCQ's criteria?

If your child does not meet the criteria for an access arrangement, there are **other arrangements** which do not require permission from the Joint Council for Qualifications. Again, these must be your child's **normal way of working**.

Such arrangements include:

- Read aloud
- Examination Reading Pen
- Prompter
- Bi-lingual dictionary without extra time
- Supervised rest breaks
- Use of a Word Processor

For additional information please ask for a copy of the "PSS Normal Way of Working" booklet.