



23rd June 2026

Dear Parent/Carer,

I am writing to update you regarding your child's eligibility for access arrangements in line with the Joint Council for Qualifications (JCQ) regulations for Key Stage 4 examinations.

As part of our standard process, we have carefully reviewed the evidence gathered over the last two assessment grade cycles. This includes your child's recent assessment outcomes, the access arrangements used in their exams and any available supporting data relating to their need in timed conditions.

Based on this review, there is currently not sufficient evidence to demonstrate that your child meets the JCQ criteria required for **25% extra time**. JCQ regulations are clear that applications must be supported by a consistent and evidenced need, shown over time, and reflected in the student's normal way of working. Without this level of supporting evidence, we are not permitted to submit an application.

We understand that this may be disappointing. Please be assured that we will continue to monitor your child's progress and gather evidence through future assessments. Should sufficient evidence emerge in line with JCQ requirements, we will review their eligibility again and take the appropriate steps.

If you wish to discuss your child's Access Arrangements in more detail, please do not hesitate to get in touch with me via the school office. Additionally, if you wish to read more information regarding access arrangements, please follow the link below.

https://www.jcq.org.uk/wp-content/uploads/2025/07/JCQ-Parent-guidance-information-sheet-2025_26.pdf

Kind Regards,

Mr Steven McFaul

Assistant Learning Support Coordinator

What are access arrangements?

- Access arrangements allow students with specific needs, such as special educational needs and disabilities to access an exam.
- They allow students to show what they know and can do without changing the demands of the exam.

How will the process start?

- Parents and carers should let the SENCo know as soon as possible if their child has additional needs. Good and open communication is important.
- Students in Further Education should record their additional needs on the college's enrolment form.
- The SENCo will work with teachers and the student to identify possible arrangements.
- Various access arrangements are available. For example, support for students who have difficulties with reading, writing, speed of working and concentration.
- Not all students with additional needs will require access arrangements. It depends on whether their difficulty affects their access to exams. Additional needs alone do not entitle a student to access arrangements.

Who will make the assessment?

- If a student has learning difficulties, the school or college's appointed assessor must conduct the assessment to determine the need for access arrangements such as 25% extra time.
- If an external assessor diagnoses a learning difficulty (for example, dyslexia, dyscalculia), the assessment can only be used as evidence for access arrangements if the assessor has liaised with the school or college in advance and received the necessary access arrangements paperwork.
- Specialists (for example, a medical consultant, a psychiatrist) are responsible for providing a formal diagnosis. They are not responsible for decisions about access arrangements.
- The school or college must decide which access arrangements a student has for their exams.
- Teachers must give evidence to show that an access arrangement is needed. The school or college will record how effective the arrangement is in the classroom, in internal tests or in mock exams.

What else needs to be done?

- The school or college will have to apply for some arrangements.
- If a student has complex needs, a school or college can discuss their needs with the exam board.

Finally

Schools and colleges must follow the rules. They are inspected and if they are found to be breaking the rules, this will be malpractice.