

Exam Access Arrangements

Some of the students at St Ambrose have a long term special educational need that means they access additional support during GCSE and A Level exams.



In order to access support in public exams, the JCQ Exam Board Regulations state that any such support must be the students “normal way of working” that is, additional support that has been in place for several years, when the student takes exams or tests. It cannot be something that is added when the student is taking their GCSE or A levels.

At the start of Y10, students who are on the SEND Register and have support in exams are assessed. The Exams Officer then approaches the exam board and requests specific support in public exams by submitting the results of these assessments. The exam board is then responsible for making a final decision as to whether the student is eligible for support. A specific question in the process that the Exams Officer must answer is whether the support requested is the students’ usual practice. The SENDCo is also required to maintain a file of evidence that is used to demonstrate that students who access exam support, have been accessing this support for a significant period of time. This file is shared in the annual visit by the inspector from the exam board as evidence St Ambrose students are adhering to JCQ guidelines and none of them have an unfair advantage. Any school, deemed not to be following guidelines can potentially be closed as an exam centre.

Any SEND needs should be raised with the SENDCo, Mrs Keary, as soon as possible, so she is aware of them and can ensure support is available and is written into individual students access plans as early as possible.

Any parents who feel their son should be able to access support in exams must contact Mrs Keary at their earliest convenience to discuss this, to ensure the correct procedures are being followed.

Contact details;

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