

Exam Access Arrangements – Required Evidence

Exam Access Arrangements (EAAs) are the reasonable adjustments that can be made for an exam candidate and might include things like extra time to complete an exam paper, permission to use assistive technology, or provision of rest breaks.

EAAs can only be granted if they are a candidate's '**normal way of working**' and the candidate has a **history of need**. Any arrangements made must reflect the support that the candidate has had in the past few years, alongside their assessment test results.

A candidate who is eligible for extra time would need to have scores that are below average in speed of writing, reading, reading comprehension or cognitive process, demonstrating they work much more slowly than others. This must then be backed up by a qualified assessor's report, and evidence must be provided that this is the candidate's normal way of working.

For other EAAs, such as rest breaks, use of laptops or smaller rooms for exams, the centre **must be able to provide evidence** that these adjustments are the student's normal way of working. Details of the most common exam access arrangements and necessary evidence are provided below although there are additional arrangements for other exceptional circumstances.

Type of Arrangement:	Evidence:
25% Extra Time	<ul style="list-style-type: none"> ✓ x2 scores <85 in 2 different areas of speed of working (reading, writing, processing, memory) carried out by assessor in school ✓ Evidence from teachers that ET is normal way of working (NWW) in class / for exams, assessments ✓ Evidence of history of need detailed in IEP or other documents ✓ Evidence of history of support ✓ Signed data protection form ✓ Any other professional reports or diagnoses
Rest Breaks	<ul style="list-style-type: none"> ✓ Written evidence from a GP / counsellor to support request ✓ Written evidence from school intervention staff to support request
Use of a Laptop	<ul style="list-style-type: none"> ✓ Evidence from teachers to suggest writing is illegible ✓ Written evidence from GP if relating to a physical disability ✓ x3 pieces of work from student word-processed to prove NWW
Use of a Smaller Room	<ul style="list-style-type: none"> ✓ Written evidence from a GP / counsellor to support request ✓ Written evidence from school intervention staff to support request
Use of an Individual Room	<ul style="list-style-type: none"> ✓ Written evidence from a consultant / paediatrician to support request

*Regulations differ if a student has an EHCP or consultant level diagnosis of a disability.