



5 December 2018

Dear Parents and Carers

Re: Exam Access Arrangements Policy 2018/2019

I am writing to you regarding St Martin's Exam Access Arrangements policy, which we have developed alongside and in line with the JCQ Exam Board. Due to the strict guidelines of the JCQ, Exam Access Arrangements (EAA) must be evidenced as a student's normal way of working over a period of time within the centre. An assessment carried out immediately prior to the exam period will not be admissible for arrangements and we will be unable to accept any referrals after the 25 January 2019. We would require all assessments to be completed and Form 8 information submitted to us before this deadline. It is a legal requirement that we must be notified in advance of any EAA assessments that are arranged with third party assessors, especially those that fall after this date.

We ask that you please ensure that your assessor holds the necessary qualifications to complete the official Form 8 documentation. The necessary qualifications that an assessor must have are detailed on the attached.

EAA arrangements are based on a lengthy testing process which assesses the cognitive ability of the student, focusing on reading, writing and processing speeds. This is a very specific test that does not encompass exam anxiety, which the school supports in different ways.

If you have any questions regarding this, please contact myself via email lbarnes1@st-martins.essex.sch.uk.

Yours sincerely

Miss L Barnes
Acting SENDCO