



13 February 2020

Dear Parents and Carers

Re: Year 11 Exam Access Arrangements Policy 2019/2020

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, any 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.

In line with the regulations and as previously informed, we will be unable to accept any referrals after the 21 February 2020, which is the official deadline published by the JCQ. All assessments are required to be completed and Form 8 information submitted online 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. We would ask that you please ensure that any 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 testing has to be backed up with evidence from teaching staff and strict records are kept. The EAA testing is very specific and does not encompass exam anxiety which the school supports in different ways.

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

Yours sincerely

Mrs S Schwar
SENDCo