



14 October 2021

Dear Parent/Guardian

### Access Arrangement Screening Program

We will shortly be putting together an access arrangement screening program for the Year 9s. This normally takes place during Year 9 or the beginning of Year 10. Access arrangements can take the form of extra time, a prompter or having access to a reader, scribe or laptop during an examination. The intention behind access arrangements is to provide reasonable adjustments for candidates with known difficulties without changing the demands of the assessment. Please note there are strict parameters that students will have to meet in order for the JCQ to accept our application. A formal screening and assessment process will need to be completed and we will need to get comments from teachers to confirm the difficulties that your child faces. Ultimately, we may also require information from a GP, CAMHS worker or other 3<sup>rd</sup> party agency. The preliminary screening process will take place at school and will require withdrawal from classes for approximately 1-2 hours.

Please let me know by **Monday 1 November** if:

- you have any particular reasons for wanting your son/daughter to take part in the screening process, for example, they have an assessment for dyslexia, they take longer to read or write than their peers or their handwriting is hard to read. If you have any concerns, please don't wait until Year 11 as we are not always able to gather enough evidence at this stage to make an application.

OR

- you would prefer your child to not take part in the screening (otherwise we will assume you give consent).

Access Arrangements must become 'normal way of working' for all assessments within school. Therefore, after the screening process has been carried out, we will begin to trial access arrangements for those students who are eligible, with a view to collecting enough evidence to apply to the JCQ.

If you have any questions about this process or would like to discuss the matter further, please do not hesitate to contact me. My email address is [h.reilly@maidenerleghtrust.org](mailto:h.reilly@maidenerleghtrust.org)

Yours faithfully

Hannah Reilly

Exams Officer