

# Exam Access

# Arrangements



## Important Information about Exam Access Arrangements (EAA) at Runshaw College

### What you need to know

If you have previously had exam access arrangements at school, these are not automatically carried forward to college so you will need to take some action for these to be put in place at Runshaw.

### What action do you need to take?

If you have not already done so, please provide us with evidence to support your need. This could include (but is not limited to):

- Specialist Evidence confirming a diagnosis of disability or learning difficulty, this could be a letter/report from:
  - HCPC registered Psychologist
  - CAMHS (Child and Adolescent Mental Health Services)
  - Medical consultant (not a GP)
  - Speech and Language Therapist
  - Local Authority specialist service, e.g. Occupational Therapist or Sensory Impairment Specialist
- Current Education Health Care Plan
- Information from school such as
  - Confirmation of exam access arrangements
  - Copy of 'Form 8'
  - Copy of School's Centre File Note/s

Please email a copy of your evidence to [ALSAdmin@runshaw.ac.uk](mailto:ALSAdmin@runshaw.ac.uk). **All evidence must be received by the end of September, following enrolment.**

### Will you need to be re-assessed?

Maybe. If we have documents from school, or copies of a medical diagnosis, we may not need to re-assess your eligibility for exam arrangements. However, if we do not have your evidence then you would need to be assessed.

### Assessment appointments

You will be notified if you need an appointment by email, to your college email account. You will also receive a text reminder on the day of the appointment. All assessments take place in the Additional Learning Support department (L014, next to The Library) and last up to 1 hour. At the appointment you would meet an assessor and have an initial chat to discuss the exam support you had at school (if relevant) and exams you'll be sitting at college followed by some short assessments to see whether you are eligible for exam arrangements at college.

### What happens next?

If you are eligible for exam arrangements, an application will be made to the relevant exam board. Once agreed you can view your exam arrangements on your Student Portal at any time.

It is important that you regularly check your college emails and that we have the correct mobile phone number on record for you.

It is very important that you attend any exam access arrangement appointment, as we may not be able to offer another appointment. This may mean that you would not be entitled to any exam arrangements in college.

