

REQUEST FOR NEW EXAMINATION ACCESS ARRANGEMENTS (Students with Newly Identified Need after GCSE)

Students who wish to be considered for Examination Access Arrangements (EAA) for their courses at The Oakes College Cambridge should complete the form below and return to the **Exams Office** as soon as possible.

Access arrangements must be agreed before any assessment takes place. They allow students to demonstrate their skills, knowledge and understanding without changing the demands of the assessment. The intention behind access arrangements is to meet the particular needs of a candidate without affecting the integrity of the assessment. Candidates must also demonstrate a 'normal way of working' within the centre.

Student name	Date of Birth	Previous School
I wish to be considered for the following Examination Access Arrangements		
Extra time <input type="checkbox"/>	Practical Assistant <input type="checkbox"/>	Other <input type="checkbox"/>
Reader / Computer reader <input type="checkbox"/>	Supervised rest breaks <input type="checkbox"/>	(Please specify below)
Scribe / voice activated software <input type="checkbox"/>	Read Aloud <input type="checkbox"/>	
Oral language modifier <input type="checkbox"/>	Word Processor / laptop <input type="checkbox"/>	
Name of SENCO at previous school (if known):		
Private Educational Psychologist Reports & Medical Letters		
<p>We are seeing an increase in the number of students being assessed by private educational psychologists and submitting the reports to the SENCO as evidence that their child should be awarded Examination Access Arrangements.</p> <p>Private educational psychologist's reports cost a significant amount of money. This therefore means that parents who are unable to obtain a private report through their financial circumstances are put at a disadvantage. As an exam centre we must be consistent in our decisions and ensure that no student is 'either given an unfair advantage or be disadvantaged by any arrangements put in place'. Often private educational psychologists, recommend that children should receive EAA which can be in conflict with what the SENCO or centre tester (Specialist Assessor) recommends and can also be in conflict with the current JCQ regulations.</p> <p>Similarly, Medical letters from a health professional can help to provide an evidence of need for a student, but a note from a medical professional does not mean an automatic entitlement to EAA.</p>		
I have a Private Educational Psychologist Report related to Access Arrangements YES <input type="checkbox"/> NO <input type="checkbox"/>		
I have a Medical letter from a health professional related to Access Arrangements YES <input type="checkbox"/> NO <input type="checkbox"/>		
Evidence of need and normal way of working		
<p>In order to award Examination Access Arrangements, The Oakes College Cambridge is required to show that you have a clear evidence of need and that the Access Arrangement you are applying for is your normal way of working. Such evidence could include:</p> <ul style="list-style-type: none"> • Unfinished mock examinations • Other unfinished timed assessments, such as internal tests • An individual education plan or learning plan • A compilation of observations or comments from teaching staff. 		
I have a evidence of need and normal way of working from my previous school YES <input type="checkbox"/> NO <input type="checkbox"/>		
I give The Oakes College Cambridge permission to contact my previous educational establishment		
		YES <input type="checkbox"/> NO <input type="checkbox"/>

Signed (Parent)	Signed (Student)	Date

Please ensure that you return this form and all accompanying evidence to the **Exams Office** as soon as possible to allow us to determine whether to process an Examinations Access Arrangements application. Should we progress your application you will be required to complete a Data Protection notice and potentially undertake some additional testing with a Specialist Assessor. We will also contact your teachers for further evidence and information.

Oakes College Use only			
Date Received	Form 8 <input type="checkbox"/>	Contacted previous school <input type="checkbox"/>	AA online <input type="checkbox"/>