SCHOOL SUPPORT AND MEETINGS | ENGLAND

Exam Access Arrangements Discussion Pack

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A parent discussion pack to help you prepare questions about possible exam access arrangements with the school. The school and any specialist assessor make a formal application where the rules allow. This pack does not assess eligibility and it is not an official exam-board form.

Who this is for

Parents and carers of secondary-age pupils in England who want a structured conversation with school about exams and access, including GCSEs or other formal assessments.

What is inside

- What access arrangements are — and are not
- A discussion sheet for school
- A record of what was said

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Please read this first

Access arrangements are intended to allow a candidate to show what they know and can do, without changing the assessment itself in ways the rules do not allow. They usually need to reflect the pupil's normal way of working. Rules are set by exam boards and the JCQ (Joint Council for Qualifications) in many mainstream qualifications, and they can change. The school must apply where an application is required. This pack cannot tell you what will be granted.

Ask the school for the current process
Ask who the exams officer is, what evidence they need, and any internal deadlines. Do not rely on this pack for a deadline.

Our discussion notes

The barriers we see in assessments or timed work, with examples

What already happens in class as a normal way of working

Arrangements we would like the school to consider, as questions rather than demands

What the school said, who is responsible, and any dates they gave

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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