

EAA FAQ

Cognition & Learning Difficulties

<u>Question</u>	<u>Answer</u>
Students who had EAA at their previous school – do I have to do anything?	<p>EAA from a previous school expire when the student leaves that educational establishment. Collyer's, like all schools/colleges, has a unique Exam Centre Number and we also give the student a new candidate number (this can be found on their college ID). We can 'roll over' exams support from the student's previous school if the below criteria are met:</p> <ul style="list-style-type: none">• We have a valid and original signed copy of the JCQ (Joint Council for Qualifications) Form 8, the school is one of our 'feeder' schools and if we have a copy on file of the specialist assessor's qualifications.• The Form 8 (the original) must be obtained by the student or their parent from their previous school by request.• Other restrictions may apply, and a further screening appointment is needed with the EAA Co-ordinator alongside above documentation.• Contact EAA@collyers.ac.uk
My student had a Statement of Educational Need at primary school and now has an Educational, Health and Care Plan (EHCP). Do I need to let you know?	<p>Yes.</p> <p>During the interview phase, it is important that you let us know if there is an EHCP in place as this may affect the offer that we make to your student. The document may suggest taking 3 years to do their A level programme or may recommend that they have an adjusted timetable for example, late starts or condensed timetable. Until we see this document and its recommendations, we do not know if Collyer's will be able to provide a suitable learning experience for your student.</p>

<p><u>Question</u></p> <p>Do you need evidence to allow students type in exams?</p>	<p><u>Answer</u></p> <p>Yes.</p> <p>We would need the original Form 8 or a letter from their previous SENCo (Special Educational Needs Coordinator), stating that this was their normal way of working within their previous school. We will also accept letters from a variety of medical/educational sources: CAMHS, a HCPC (Health and Care Professions Council) registered psychologist or psychiatrist, a hospital consultant, Local Authority Educational Psychology Service, Local Authority Sensory Impairment Service, Occupational Health Service, Speech, and Language Therapist (SaLT) as well as their EHCP.</p>
<p><u>Question</u></p> <p>As everyone types now, why can't students use a laptop in their exams? Their normal way of working is to type – why can't they use a computer?</p>	<p><u>Answer</u></p> <p>The examination boards expect that our students' normal venue for taking exams will be in our main examination room, for example, the Sports Hall and that they will hand write their exams. Until this situation changes, these are the rules that we must follow.</p> <p>The use of a word processor (WP) in exams is an exam access arrangement (EAA) and must be supported by medical and/or educational evidence. A student cannot type just because it is their preferred of working.</p>
<p><u>Question</u></p> <p>What if a student had a medical issue when they were younger. Do I need to let Collyer's know?</p>	<p><u>Answer</u></p> <p>Yes.</p> <p>This issue may have been resolved, but we need the information on file in case any difficulties or flare-ups arise whilst the student is studying at Collyer's. Occasionally, previous medical issues still allow the student to have some support during their exams, but the EAA Co-ordinator would need to see the medical evidence and meet with the student.</p>

Medical & Mental Health Difficulties

<p><u>Question</u></p> <p>My student had a Statement of Educational Need issues at primary school and now has an Education Health and Care Plan (EHCP). Do I need to give you any more medical evidence?</p>	<p><u>Answer</u></p> <p>It depends on what the EHCP covers. If it relates only to their educational needs, then, yes, you must give us copies of their medical diagnosis. If the EHCP also covers their medical issues, and has been kept up to date, then possibly not.</p>
<p><u>Question</u></p> <p>My student is not seeing a consultant but is receiving counselling. Could the counsellor write a letter of recommendation for EAA?</p>	<p><u>Answer</u></p> <p>Yes.</p> <p>A counsellor is a medical professional who has undergone specialist training in their field and a letter of recommendations for exam support would be acceptable.</p>
<p><u>Question</u></p> <p>What about other medical staff? My student is seeing an Occupational Therapist – could they write a letter of recommendation for EAA?</p>	<p><u>Answer</u></p> <p>Yes.</p> <p>The list is quite extensive and includes letters from: Hospital Consultants, HCPC registered Psychologists, Psychiatrists, Local Authority Specialist Services e.g., Physiotherapists, Mental Health Nurses, Occupational Health Services, Counsellors (CAMHS), Local Authority Sensory Impairment Service (e.g., Hearing and Visual), and Speech and Language Therapists (SaLTs).</p>
<p><u>Question</u></p> <p>My student is on the waitlist for CAMHS - what evidence should I provide?</p>	<p><u>Answer</u></p> <p>Due to the extensive waitlist for CAMHS, JCQ would accept confirmation of being on the waitlist from CAHMS and any other supporting medical or educational evidence.</p>

<u>Question</u> My student had their own room for GCSE exams, is this possible now?	<u>Answer</u> This may be possible dependent upon evidence of need and supporting medical evidence however, this EAA is reserved for a minority of students. We do provide a smaller classroom for students who may require rest breaks and seating outside of the main hall.
<u>Question</u> My student is nervous and worried – can they have support with exams?	<u>Answer</u> EAA is for students who have an: <ul style="list-style-type: none">• impairment which has a substantial and long-term adverse effect, giving rise to persistent and significant difficulties (the candidate is disabled within the meaning of the Equality Act); and• there is a genuine need for the arrangement. Students can access well-being support at college here Student Wellbeing - Home (sharepoint.com)
<u>Question</u> Should I go to my GP and get a letter to show that my student has now been discharged but is still receiving on-going medical care?	<u>Answer</u> No. Unfortunately, GPs (General Practitioners) are not considered to be ‘medical experts’ by the JCQ. Therefore, a letter from a GP is not acceptable evidence of medical diagnosis or on-going aftercare. The fact that some GPs charge for these letters is reason enough for them to be unacceptable. NHS consultants do not charge to write these letters.

Other Exam Questions

<p><u>Question</u></p> <p>My student's friend comes from abroad and uses a dictionary in class. They were allowed extra time at GCSE but have been told they cannot have extra time for A level – is this right?</p>	<p><u>Answer</u></p> <p>Yes.</p> <p>The JCQ guidelines allow for the use of a dictionary and 10% extra time for GCSE and some other exams that are Level 1 and Level 2 (GCSE equivalent), but do not allow extra time at A level and other Level 3 exams (A level equivalent). The use of a dictionary is not allowed for Level 2 examinations testing language such as GCSE English Language, English Literature and Spanish/French/German exams.</p>
<p><u>Question</u></p> <p>At GCSE, my student was allowed rest breaks and was able to take as many as required and for as long as they needed. Why has this changed?</p>	<p><u>Answer</u></p> <p>A Supervised Rest break is where the exam is paused and re-started when the candidate is ready to continue and is given to students who have a need that involves cognition and learning, communication or interaction, a medical condition, sensory, physical, social mental or emotional issues. There must be a genuine need and medical evidence given to the EAA Co-ordinator. During the rest break the examination paper is removed and given back when the exam is re-started. If the student needs to leave the examination room, then they are accompanied by an invigilator.</p> <p>While there is no maximum time set for a rest break, Collyer's has implemented several types of rest breaks to help our staff and external invigilators monitor situations that may result in medical emergencies. These are:</p> <p><u>Rest Break 1 (RB Medical)</u> – this is given to students who have medical issues, such as diabetes, and who may need to take some time to check their blood glucose levels, take some nourishment, re-check their blood glucose levels, take fluids, have a toilet break and wait for their concentration levels to return to normal. This may take up to 20 minutes – any longer may require medical intervention.</p> <p><u>Rest Break 2 (RB Injury)</u> – this is given to students who may have had an injury to their back, wrist, or shoulder and who may need to move around in the exam and take some medication. This may take about 5 minutes before they begin to feel able to continue the exam.</p> <p><u>Rest Break 3 (RB Mental Health)</u> – this is given to students who have mental health difficulties, including anxiety and panic attacks, and may need a short break. This may take between 5 and 20 minutes before they feel they are able to continue with the exam.</p>

Medical/Emergency situations on the day of the exam

<p><u>Question</u></p> <p>My student has woken up feeling unwell. Can they sit their exam once they are feeling better?</p>	<p><u>Answer</u></p> <p>No.</p> <p>The examination date and time has been set by the exam board and, as this is a public exam being taken at the same time throughout the UK, it cannot be moved. The Exams Officer and Students Services should be notified on exams@collyers.ac.uk and absence@collyers.ac.uk.</p> <p>If the student feels well enough they should come to college and attempt to sit the exam.</p>
<p><u>Question</u></p> <p>My student has broken/sprained their arm? What can they do?</p>	<p><u>Answer</u></p> <p>The student must go to Student Services with their medical evidence. They will need to then arrange a time to see the EAA Co-ordinator to discuss appropriate temporary exam support.</p>
<p><u>Question</u></p> <p>What happens if a student becomes very unwell such as appendicitis or glandular fever or has a flare-up of a medical or psychological condition prior to the public exam series?</p>	<p><u>Answer</u></p> <p>Medical evidence must be given to the Exams Manager to make an application to the exam board at the time of the exam for Special Consideration to exams@collyers.ac.uk.</p> <p>College must be satisfied that there has been a material detrimental effect on the student's examination performance.</p> <p>Special consideration will normally be given by applying an allowance of additional marks to each component affected within a specification; one whole component. which is a minimum of 15% of the total assessment must have been completed.</p> <p>The size of the allowance depends on the timing, nature and extent of the illness or misfortune set by JCQ. The allowance given will be between 1-5% of the total raw marks available in the component concerned.</p>