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Interim Headteacher: Mr K Carrington

Our Ref: KJA

10 January 2025

Dear Parent/Carer

### Exam access arrangements

I hope this letter finds you well. I am writing to inform you that our Special Educational Needs and Disabilities (SEND) department is currently in the process of gathering evidence for the JCQ (Joint Council for Qualifications) exam access arrangements for students in **Year 10 and Year 11**. This process is essential to ensure that any student who requires specific accommodations in their upcoming exams is supported appropriately.

### Why do we need evidence?

In order to apply for exam access arrangements, such as extra time, a reader, or other adjustments, we are required by JCQ guidelines to provide external validation. This means we need official assessments from qualified professionals to support the application. We also require teacher referrals and student evidence to ensure a comprehensive and accurate application.

### What evidence do we need?

The evidence we require includes **external test results** such as:

- **Standardised cognitive assessments** or **dyslexia testing** completed by an educational psychologist or a specialist assessor.
- Any **previous reports** from healthcare professionals, including those that diagnose specific learning difficulties such as dyslexia, ADHD, or other relevant conditions.

In addition, we require evidence from **classroom teachers**, who can provide information on how the student's needs affect their learning and performance in the classroom. This might include details of classroom observations, examples of work, and any adjustments already in place to support the student.

### Why do we require this evidence?

JCQ guidelines for 2025 are clear that all exam access arrangements must be externally validated to be accepted. This ensures that the needs of students are met with fairness and consistency. Some private dyslexia tests or assessments carried out outside of school are not accepted unless they meet the specific criteria set by the JCQ, particularly in terms of the qualifications of the assessor and the type of testing completed.

## How you can help

We invite you to support us by ensuring that any relevant evidence or reports are submitted to the SEND department as soon as possible. Examples of acceptable evidence include:

- Reports from external professionals (e.g. educational psychologists, speech therapists or healthcare specialists).
- Details of any previous assessments conducted that might not have been shared with the school yet.

## Supporting your child's application

If you would like to discuss the process further or have any questions, we encourage you to make an appointment with the SEND department. Our SEND Café is available to provide information and guidance to help ensure all your queries are addressed. Please contact Mandy Hodgson at [ahodgson@looea.net](mailto:ahodgson@looea.net)

## Deadline for feedback

Please note that the deadline for us to receive **all relevant evidence** is **mid-February 2025**. After this time, we will begin processing the applications to ensure they are submitted within the JCQ deadlines by March. We understand that navigating this process can be complex, but we are committed to ensuring that all students have the support they need to perform to the best of their ability in their exams.

Thank you for your cooperation and support.

Yours sincerely,

**Kate Jackman**  
**Deputy Headteacher and SENCO**