

Exam Access Arrangements at London South East Colleges

Exam Access Arrangements (EAA) do not automatically roll over to further education, a new application will be made for students who provide appropriate evidence who require EAA.

If you had EAA in your GCSEs, previous college or place of study, such as:

- extra time,
- reader/computer reader,
- scribe/dictation software,
- practical assistant,
- word processor,
- rest breaks,
- access to mobile phone for medical purposes.

Notify the SpLD Tutor for your campus/curriculum by 30th September of your first year at the college, so that EAA can be put in place on a temporary basis and the college can start to collate evidence for a new application. The SpLD Tutor can be found in the LRC on all campuses, or evidence can be emailed in to als@lse.ac.uk

Evidence from your previous school or college, will need to be provided by 1st February on the first year of your course - this will look different for different types of specific need:

- **Learning difficulties:**
Learners should ask their school or previous educational provider for their [Form 8](#) and [details of their exam access arrangements](#).
- **Sensory and Physical, Emotional and Mental Health needs or Communication and Social Interaction needs**
Learners should ask their school or previous educational provider for their [Form 9 or File note](#). Learners also should provide their [diagnosis letter/report](#) or [evidence from a medical professional or specialist](#).
- **EHCP:** We will normally have a copy of the plan; However, learners should ask their school or previous educational provider for [details of exam access arrangements](#).

For all students, once you have started at college and notified us of your need, we will need written evidence from your tutors that shows:

- You have persistent and significant difficulties.
- You have a substantial long-term impairment.

- The use of access arrangements is your normal way of working – e.g. you are using a laptop in lessons for extended writing.

It is therefore important that you demonstrate that you are **making good use** of your access arrangements in the classroom and any tests or assignments to fulfill these criteria. If you have extra time this may mean you need to come back at lunchtime/after college/during break time to finish your test or exam. It is your responsibility to arrange this.

EAA depend **on attendance standards** being met to fulfil the above criteria.

Our additional learning support policy and procedure can be found on our website: [1. Additional Learning Support Policy 131223.pdf](#)

If you wish to apply for EAA, ensure you declare your need at enrolment.