

03 December 2025

Dear Parent/Carer,

**Exam Access Arrangement Testing**

We are writing to inform you that your child may now be eligible for exam concessions. They will be tested for exam access arrangements and seen by myself and/or the exam assessor. She is an external professional who has worked with us for a number of years, and is checked by OFSTED and The Joint Council for Qualifications. She follows these regulations and is qualified to assess for exam arrangements. Thresholds for further testing are set by the exam boards, not the school.

This may mean your child may qualify for extra time, support with reading, use of a computer, support with writing, rest breaks or use of our concession room. Concessions have to represent a child's normal way of working in class and be evidenced by their teachers that this is consistently used.

Our assessor will soon be testing in small groups, where your child will come out of a lesson for this assessment. If more than one concession is needed, they may be needed for a further 1:1 assessment. If teacher evidence from their normal way of working is clear and the exam assessor agrees with the concession, they may be seen by myself instead. If your child is assessed as having a need for an exam concession, then their applications will be processed using JCQ Access Arrangements Online in compliance with UK GDPR and the Data Protection Act 2018.

Concessions for exams are becoming a common need so this does not necessarily signify that your child has a particular Special Educational Need, but may need a boost in a certain skill or part of their learning. If your child is on our SEND register, has an EHCP, or has a report about any needs or diagnosis, this will be shared with the exam assessor before testing. Please note exam boards do not accept independent reports as evidence for exam concessions, this can only be provided by the school exam assessor.

You will be notified of your child's concession in January 2026. Teaching staff will be notified and the arrangements shared on their BROMCOM. All concessions will then be finalised for their mocks and GCSEs in Year 11.

Any queries, please contact the [sendco@downlands.org](mailto:sendco@downlands.org) email address for information.

Yours faithfully,



Mrs V Cornish  
SENDco  
Assistant Headteacher SEND