

FAQs for students who have Access Arrangements in Exams at Esher.

If I have 25% extra time in the exam, what room will I take my exam in?

If your only access arrangement is 25% extra time, then you will sit your exam in the Sports Hall, or whichever room is the main exam room. If you have any other access arrangements, you may sit your exam in another room, depending on the nature of your arrangements.

I should have a smaller room for my exams; will I be in a room by myself?

If you have been allocated a 'smaller room' (alternative rooming arrangements), you will be in a room smaller than the Sports Hall, or main exam room, but possibly larger than a classroom. You will not be in a room by yourself, unless you have a specific access arrangement that necessitates 1-2-1 invigilation.

Students who require ARA (alternative rooming arrangements) will have a substantial and long-term need and the arrangement must reflect the candidate's **normal way of working at the centre**.

"Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre" JCQ Access Arrangements and Reasonable Adjustments 2025-26.

How long can I take for my rest breaks?

JCQ regulations stipulate that candidates **cannot** be given as many supervised rest breaks as they like for as long as they like and a supervised rest break will **not normally be required** within the first 10 minutes of an examination.

At Esher Sixth Form College, we recommend the most effective way of taking rest breaks is 5 minutes Rest Break for every half hour of the exam length. If you require any longer than this, you **must** discuss your need with the Director of Additional Learning Needs

The 5 minutes per half hour can be split up as you like, so for example, you could have 2 x 10-minute breaks or 4 x 5-minute breaks.

If you have more than one exam in one day, you will also need to consider how long you should take for your breaks because it could impact on the next exam.

Can I leave the room for my rest break?

Movement rest breaks

Only those students with **an established need** will be able to leave the room with an invigilator for their break and they will only be able to do so if there are enough invigilators in the room at that time; students may need to wait for a few minutes to make sure there are enough invigilators to monitor the rest of the candidates.

Seated rest breaks

For most students, the break will be taken at their desk. You will alert the invigilator, by raising your hand, that you wish to take a break. They will come and turn your paper over and take the start time of your break. When you finish the break, once again raise your hand to let the invigilator know you would like to continue your exam; they will let you know your new end time.

I use my phone for monitoring a medical condition. Can I have my phone in the exam?

Yes, but these regulations must be followed:

Any student who needs to use their phone to monitor medical conditions **must** make themselves known to the Director of Additional Learning Needs, so they can make the appropriate application to JCQ for its use in examinations.

In the examination room you will need to show an invigilator that all notifications are switched off on your phone, other than medical alerts. The phone must then be kept on the desk, in full sight of the invigilator, so they can ensure nothing else is being communicated to you during the exam. If you need to touch or access your phone, you must alert an invigilator so that you can be monitored on a 1-2-1 basis.

If you need to leave the room, you must be accompanied by the invigilator and will not be allowed to be on your own with your phone. Any deviation from this may result in an accusation of malpractice.

I use a reading pen in my lessons. Will I be able to use it in exams?

Yes, you can. You will need to pick one up from the LRC before the exam and bring it with you.

I use a coloured overlay in my lessons. Will I be able to use one in my exams?

If you have an access arrangement of a coloured overlay, it is your responsibility to bring one with you for your exams.

If you have coloured paper, your exam will be printed in line with your Access Arrangements.

Can I have 'spellcheck' on if I use a PC?

Spell check will be turned off unless you have 'spellcheck enabled' approved as an Access Arrangement.

I use ReadWrite in my lessons. Can I use it in the exams?

Yes. Your exam account will have ReadWrite uploaded if this is your Access Arrangement.

I listen to 'white noise' when I am working. How will I do this in the exams?

The Director of Additional Learning Needs will need to meet with you to confirm the need to listen to white noise or music due a substantial impairment, in the exam. Formal evidence must be provided to the College to support an application to JCQ for this exam Access Arrangement.

The music / white noise will be checked by the Director of Additional Learning Needs ahead of the exam. This will then be uploaded to a secure device for use during the exam with closed over ear headphones that we provide.

Please note, all access arrangements must be confirmed within the college by the January of your examination year.