

**Information for students who in exams have extra time, use a scribe or reader or use a word processor etc. (Access Arrangements)**

Students that are identified as needing access arrangements will receive a 'contract' from the exams office detailing the arrangements. This will specify any exams that might be excluded from the arrangements. It is important that students check this information is correct and inform the exams office of any discrepancies. If you haven't received a contract and you qualify to use the above arrangements please speak to the staff in exams.

Students will be able to see on their student portal where their exams are taking place. Unless students are seated in the hall the invigilator will instruct students where to sit at the start of the exam. Rooming lists are displayed daily outside the sports hall (summer exams only) and on the noticeboard outside the exams office.

The Access Arrangements policy is available on the College website.