

Exam access arrangements for internal and external exams at Worthing College

How do I know what access arrangements have been approved for me?

You can view any access arrangements which have been approved for you on [C-Space](#). Login, select 'My Profile' and then 'Show my exam access arrangements'.

NB: Access arrangements will not appear on C-Space until they have been approved by the Additional Support team (and in some cases by the awarding body.)

What if my access arrangements have not yet been approved?

- Access arrangements will not appear on C-Space until they have been approved by the Additional Support team, awarding body where required and processed by the Exams team.
- Assessments take place in the Autumn and Spring terms. We always prioritise students with the most imminent exams. If you have not yet been assessed and approved for access arrangements, we are not able to provide them for you when you take internal mock exams.
- Students who think they are entitled to access arrangements but have not yet disclosed this to the college should complete a Support Enquiry Form to request an assessment. Speak to your teacher who will help you find the form.
- Make sure that the Additional Support department is aware of your additional support need. In most cases we will be aware because of your application form or enrolment, but if you have any doubt about this it is always best to check. Just pop into the Additional Support office to ask, or email additionalsupport@worthing.ac.uk.
- The deadline for students to refer themselves for assessment each year is 31 January. The College will ensure that all referrals received by this date will be assessed in time for arrangements to be approved for the summer exam season.
- The commitments below only apply to referrals we have received in a timely way prior to exams taking place.

External exams

All students sitting formal, external exams will, of course, receive their full access arrangements.

Internal exams for second year students on two-year courses

All students on the second year of two-year qualifications such as A Levels will receive their full access arrangements for internal exams which take place in full exam conditions.

Internal exams for first year students on two-year courses

Students on the first year of two-year qualifications such as A Levels will have the following arrangements:

- **November / December internal exams:** These exams take place in class and eligible students will be given extra time and laptop. However, we do not arrange scribes or readers for these exams except for students with Education and Health Care Plans (EHCPs).
- **Summer internal exams:** Full access arrangements will be provided.

Internal exams for students on Applied General courses (first or second year)

Students on Applied General courses will sit an internal mock exam in full exam conditions and will receive their full access arrangements. These mock exams will occur in either November/December or March/April, depending on when their external exam is taking place.

GCSE courses

Students on GCSE courses will take a mock exam in December. Extra time and laptops will be provided for these exams, which take place in classrooms during lesson time. We do not normally provide further access arrangements such as a reader or scribe in these exams. If you have concerns about this, please speak to your class teacher in the first instance.