

Chelmsford College Exam Support & Access Arrangements 2026–2027



Welcome to Chelmsford College!

We are here to help you succeed.

If you have previously had support during exams, or feel that you do now need support such as: extra time, a reader, or alternative rooming arrangements you may be eligible for this.

To find out if you're eligible to be assessed, you must complete an Exam Support Request Form, it is your responsibility to complete this process.

The form can be located at the end of the booklet. Please ensure you read the entire booklet carefully.



What You Need to Know

- Access Arrangements do not automatically carry over from your previous school or college.
- Support is granted per subject, and may differ for English, maths, and your subject studied.
- Different types of exams (e.g., multiple choice or essay) may require different support.

To be considered, you must:

-  Complete the Exam Support Request/Decline Form on the day you enrol
-  Submit all required documents by the deadline

Important Deadline:

- ◆ Submit this request form within 3 weeks of starting your course

Late applications cannot be accepted.

What Documents to Provide

All supporting documentation and evidence of diagnosis submitted in relation to access arrangements must be:

- Clear and legible
- All pages of the original document included
- Full-page (no cropping and with defined edges)
- High quality (no blur or glare)

If you've received exam support before, please request the following from your previous school, setting or college:

- Form 8 or Form 9
- Access Arrangement Online (AAO)
- Assessor's qualification details

If you have a diagnosed medical condition or learning difficulty:

- Provide official evidence from a medical professional (consultant, specialist).
- Begin this process early to avoid delays.

all evidence to be sent to :

accessarrangements@chelmsford.ac.uk

Access Arrangement Policy

Before you submit your request, please read our full

[Access Arrangement Policy](#)

This policy outlines what support is available and how decisions are made.

Emerging or New Needs

Sometimes learners receive a new diagnosis during the year. Here is what you should know:

- A new diagnosis does not automatically entitle you to arrangements.
- Teachers can identify emerging needs and refer you to the SEND team.
- The SEND team will review and assess your needs.

Exam Anxiety & Alternative Rooming

Feeling anxious before exams is normal, and we're here to support you.

If anxiety affects your performance:

- Speak to the SEND Team or Student Support early.

Please note:

- Smaller rooms require supporting evidence from a medical professional.
- Separate rooms in accordance with JCQ guidance are granted only in exceptional circumstances.



Parent & Carer Information

The Joint Council for Qualifications (JCQ) offers guidance for parents and carers.

This explains how access arrangements work and what documents are needed.

! Final Checklist & Contact Info

- ☒ Fill in the Exam Support Request Form as soon as possible, this **MUST** be within 3 weeks of enrolling on your course.
- ☒ Submit all supporting documents within the deadlines.
- ☒ Contact the SEND team on the email below if you have any questions or are struggling to provide the necessary medical evidence.

If you have questions or need help:



Contact the SEND Team:

[✉](mailto:accessarrangements@chelmsford.ac.uk) accessarrangements@chelmsford.ac.uk



How to Access the Form:

Scan the QR code or click link below:

[Exam Support Request Form 2026-27 – Fill in form](#)



