

HW/KH  
12<sup>th</sup> December 2025

**Southam College**  
Welsh Road West  
Southam  
Warwickshire CV47 0JW  
**T:** 01926 812560  
**E:** southamcollege@stowevalley.com  
**www.southamcollege.com**

Dear Parent/Carer,

As part of our commitment to supporting all students, we are writing to explain how evidence for Exam Access Arrangements (EAA) will be collected during the forthcoming Practice-Public Examinations (PPEs).

### Why is this important?

The Joint Council for Qualifications (JCQ) requires schools to demonstrate that any access arrangement reflects a student's normal way of working. This evidence is essential before formal applications can be made for GCSE exams in Year 10 and Year 11.

### What will happen during the PPEs?

- All students who may require EAA will sit their PPEs under conditions that allow us to gather evidence of need.
- Supervised Rest Breaks will be trialled for students who experience fatigue, anxiety, or attention difficulties.
  - These breaks do not reduce exam time; students remain under supervision and can pause briefly before continuing.
- Extra Time will only be considered if supervised rest breaks have been trialled and shown to be insufficient.
  - JCQ guidance states that rest breaks are often more effective than extra time for candidates with attention or emotional regulation difficulties.
  - Schools must “trial and exhaust” rest breaks before applying for 25% extra time.

### Key JCQ Rules:

- Access arrangements must be based on normal classroom practice, not just exam performance.
- A diagnosis alone does not guarantee arrangements; evidence must show consistent use in lessons and assessments.
- For learning needs, formal assessments using nationally standardised tests will take place from the start of Year 10.

## Next Steps:

- PPEs will provide the first stage of evidence collection.
- After Year 9 PPEs, students identified as needing EAA will undergo official assessments at the start of Year 10.
- We will keep you informed throughout this process and are happy to answer any questions.

Thank you for your support in ensuring that your child receives the most appropriate arrangements for their needs.

If you have specific questions please contact Mrs Edwards in the SEND team,  
[Edwards.s@stowevalley.com](mailto:Edwards.s@stowevalley.com)

Yours sincerely,



Miss A Hawkes

Assistant Headteacher/SENCO