



# **Access Arrangements Policy - Exams**

Approved By: Governing Body

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This policy is reviewed annually to ensure compliance with current regulations

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## **1. Identification of Candidates Requiring Access Arrangements**

The centre SENCO will request information from teaching staff to enable the centre to assess each potential learner and to identify those who will require further assessment to identify any appropriate access arrangement requirement. The Head of Centre will be responsible for designating an appropriately qualified specialist assessor to screen students identified by the SENCO as requiring assessment. A copy of the specialist assessor's qualifications will be kept by the SENCO alongside the access arrangement files.

The specialist assessor will conduct appropriate assessments to identify students requiring access arrangements. The specialist assessor will pass the results of the testing to the SENCO and will recommend access arrangements as appropriate.

The SENCO and the specialist assessor will work together to gather and process supporting evidence of need to support results of assessments.

## **2. Informing the Examination Boards of Access Arrangements and Reasonable Adjustments**

Once testing has taken place and supplementary evidence gathered, the SENCO will apply to the relevant exam boards and inform them of a candidate's access requirements.

For examinations held by JCQ awarding bodies, where possible, the access arrangements should be applied for by 21<sup>st</sup> March to ensure arrangements are in place for summer examinations.

The SENCO will work with the Examinations Officer to ensure modified papers are applied for by the relevant examination board deadlines.

If an access arrangement request is denied and it is deemed appropriate, the SENCO will appeal the decision with the relevant awarding body/ies.

## **3. Documentation of Access Arrangements and Reasonable Adjustments**

The SENCO will maintain a file for each student requiring access arrangements of reasonable adjustments. Each file will contain:

- A copy of the approval for the arrangement
- Supporting evidence of need (if required)
- A signed data protection notice.

## **4. Implementing Access Arrangements**

The SENCO will inform the Examinations Office of students requiring access arrangements/reasonable adjustments prior to any major exam series.

Access Arrangements will not be given by the centre for external or internal assessment without prior approval from the relevant awarding body.

The SENCO will inform parents/carers if their child is entitled to exam access arrangements.

The Exams Office will provide training to Invigilators on an annual basis. This will cover supporting students with access arrangements in examinations. Trained Invigilators will act as Readers, Scribes or other nominated roles.

Relevant cover sheets will be created in advance of examinations and will be attached to examination scripts where required.

## 5. Inspection

The files will be kept available for awarding body and JCQ inspection purposes.

### i) Compliance

All arrangements will be carried out in accordance with the relevant JCQ guidance and instructions.

### ii) Facilitating Access Arrangements

The following information confirms the centre's good practice in relation to the Equality Act 2010 and the conduct of examinations.

On a candidate by candidate basis, consideration is given to

- adapting assessment arrangements
- adapting assessment materials
- the provision of specialist equipment or adaptation of standard equipment
- adaptation of the physical environment for access purposes

The table provides example arrangements, adjustments and adaptations that are considered to meet the need(s) of a candidate and the actions considered/taken by the centre for the purposes of facilitating access.

Example of candidate need(s)	Arrangements explored	Centre actions
A medical condition which prevents the candidate from taking exams in the centre	Alternative site for the conduct of examinations  Supervised rest breaks	<i>SENCo gathers evidence to support the need for the candidate to take exams at home</i>  <i>Pastoral head provides written statement for file to confirm the need</i>

		<p><i>Approval confirmed by SENCo; AAO approval for both arrangements not required</i></p> <p><i>Pastoral head discussion with candidate to confirm the arrangements should be put in place</i></p> <p><i>EO submits 'Alternative site form' for timetabled written exams to awarding body/bodies online through CAP</i></p> <p><i>An on-line submission must only be made for timetabled written examinations in the following qualifications...</i></p> <p><i>EO provides candidate with exam timetable and JCQ information for candidates</i></p> <p><i>Pastoral head confirms with candidate the information is understood</i></p> <p><i>Pastoral head agrees with candidate that prior to each exam will call to confirm fitness to take exam</i></p> <p><i>EO allocates invigilator(s) to candidate's timetable; confirms time of collection of exam papers and materials</i></p> <p><i>Invigilator monitors candidate's condition for each exam and records any issues on incident log</i></p> <p><i>Invigilator records rest breaks (time and duration) on incident log and confirms set time given for exam</i></p> <p><i>Invigilator briefs EO after each exam on how candidate's performance in exam may have been affected by his/her condition</i></p> <p><i>EO discusses with pastoral head if candidate is eligible for special consideration (candidate present but disadvantaged)</i></p> <p><i>EO processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence</i></p> <p><i>Pastoral head informs candidate that special consideration has been requested</i></p>
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Persistent and significant difficulties in accessing written text	Reader/computer reader	<i>Confirms candidate is disabled within the meaning of the Equality Act 2010</i>
	25% Extra time	<i>Papers checked for those testing reading</i>
	Separate invigilation  Within the centre	<p><i>Computer reader/examination reading pen sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded</i></p> <p><i>A short concise file note produced on centre headed paper, signed and dated kept on file, confirming the nature of the candidate's impairment and that the use of a computer reader and/or a reader reflects his/her normal and current way of working within the centre.</i></p> <p><i>(25% Extra time – Form 8 completed as appropriate)</i></p> <p><i>Supporting evidence, AAO approval and signed candidate personal data consent – form kept on file.</i></p>
Significant difficulty in concentrating	Prompter  Separate invigilation within the centre	<p><i>Gathers evidence to support substantial and long-term adverse impairment</i></p> <p><i>Confirms with candidate how and when they will be prompted</i></p> <p><i>Briefs invigilator to monitor candidate and the method of prompting (call out his name to bring his attention back to the paper - confirms requirement for separate room)</i></p>
A wheelchair user	Desk Rooms Facilities  Seating arrangements  Practical assistant	<p><i>Applies for practical assistant to help candidate set up wheelchair and other equipment in a practical assessment; approval automatically fails so awarding body referral lists the tasks that will be performed</i></p> <p><i>Provides height adjustable desk in exam room</i></p> <p><i>Allocates exam room on ground floor near adapted bathroom facilities</i></p> <p><i>Spaces desks to allow wheelchair access</i></p> <p><i>Seats candidate near exam room door</i></p> <p><i>Confirms arrangements in place to assist the candidate in case of emergency evacuation of the exam room</i></p> <p><i>Practical assistant cover sheet printed from AAO; to be completed by facilitator and inserted inside the candidate's work where this may be applicable to the assessment</i></p>