



**SMITHDON HIGH SCHOOL**

**POLICY ON  
EXAMINATION ACCESS ARRANGEMENTS**

**Adopted by Local Governing Body  
March 2017**

#### Identification of candidates requiring access arrangements:

The SENCO will periodically request information from teaching staff in order to enable the identification of potential learners who may require appropriate access arrangements.

As Head of Centre, the Headteacher is responsible for designating an appropriately qualified specialist to assess these students. A copy of the specialist assessor's qualifications will be retained by the SENCO alongside the access arrangement files for individual students.

The assessor will conduct appropriate tests in order to identify students requiring access arrangements. The results will be passed to the SENCO with recommended actions.

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

#### Informing the Examination Boards of access arrangements and reasonable adjustments:

Following testing, and when in receipt of supplementary evidence, the SENCO will apply to the relevant exam boards and inform them of the candidate's access requirements.

For examinations held by JCQ awarding bodies, where possible, applications for access arrangements must be made by 21 February annually in order to ensure arrangements are in place for summer examinations.

The SENCO will work with the Examinations Officer to ensure application is made for modified papers by the relevant Examination Board deadlines.

If an access arrangement request is denied and it is deemed appropriate, the SENCO will appeal against the decision with the relevant Awarding Body or bodies.

#### Documentation of access arrangements and reasonable adjustments:

The SENCO will maintain a file for each student requiring access arrangements listing the agreed 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

#### Implementing Access Arrangements:

The SENCO will inform the Examinations Officer which students require access arrangements and/or reasonable adjustments prior to any exam series.

Access arrangements will not be made by the centre for external or internal assessment without prior approval from the relevant Awarding Body.

The SENCO will inform the parents or guardians of a student who has been deemed as entitled to exam access arrangements. The SENCO will ensure that staff responsible for the invigilation and support of those with access arrangements receive appropriate training. This will include acting as reader, scribe or other nominated roles.

#### Inspection:

Files will be available to JCQ inspectors as required.

#### Compliance:

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

