



## Examination Access Arrangements Policy

<b>Policy Date:</b>	<b>10 November 2022</b>
<b>Next policy review date:</b>	<b>9 November 2023</b>
<b>Policy Owner:</b>	<b>Headteacher</b>
<b>Policy approval:</b> <i>i.e. Trust board or delegated to subcommittee or individual</i>	<b>Board of Trustees</b>
<b>Cross references</b> <i>i.e. with other Trust policies</i>	
<b>Statutory Policy?</b>	<b>YES</b>



## **Rationale**

Our Exam Access Arrangements Policy explains the activity undertaken to ensure inclusion throughout the school for all students, which will include those with formally diagnosed Special Educational Needs and Disabilities (SEND). The policy supports and facilitates the school's aim to create a learning environment in which every student can fulfil their full potential.

## **What are Exam Access Arrangements?**

Access Arrangements are actions taken to remove the disadvantages to a student accessing an examination caused by physical, learning, sensory or psychological difficulties without creating any unfair advantage or compromising the integrity of an assessment. These arrangements are agreed upon before an assessment and must reflect a student's normal way of working within the school.

## **Reasonable Adjustments**

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate who is disabled within the meaning of the Equality Act 2010 would be at a substantial disadvantage compared to someone who is not disabled. A candidate with a disability or difficulty which has a substantial and long-term effect on performance in examinations may qualify for Access Arrangements. However, an adjustment may not be considered reasonable if it involves unreasonable costs and timeframes or affects the security or integrity of the assessment.

Available Exam Access Arrangements include:

- Supervised rest breaks
- Extra time
- Reader/Computer reader
- Scribe
- Word Processor
- Prompter
- Live speaker for pre-recorded examination components
- Alternative site for exams
- Bilingual translation dictionaries
- Modified papers (e.g. enlarged or modified papers)
- Language Modifier

A reasonable adjustment may not be included in the list of available access arrangements because it may be unique to an individual.

## **Evidence needed for Access Arrangements**

Various pieces of evidence are required to apply for an Exam Access Arrangement from the Joint Council for Qualifications (JCQ), depending on the arrangement required. These could include:

- Form 8 report from Access Arrangements Assessor
- Previous Access Arrangements from other schools
- Subject teachers – examples of work as appropriate
- Results of baseline tests, e.g. spelling, writing, reading comprehension tests
- Any letters from outside agencies, hospitals or doctors
- Statement of Educational Need (SEN) or Education, Health and Care Plan (EHCP)



Once the Access Arrangement is granted, this evidence will be held on file and available for inspection, together with:

- Permission from the awarding body for the arrangement
- A data protection notice signed by the student
- A record of all occasions where the student has been supported by Access Arrangements

#### Note on Private Educational Psychologists Reports

A growing number of parents are having their children assessed by private Educational Psychologists and submitting the reports to the SENCo as evidence that their child should be awarded extra time or other Access Arrangements. Private educational psychologist reports cost a significant amount of money, putting those unable to obtain a private report due to financial circumstances at a disadvantage. We can only accept private reports as part of wider school evidence.

External Assessors are required to contact the SENCo before carrying out the assessment. The SENCo will provide the Assessor with any existing information about previous support and current difficulties. A student's 'normal way of working' in school is key, and Access Arrangements will not be awarded purely based on a private report.

In line with JCQ guidelines, where we choose to accept or reject a privately commissioned report from an external professional, the Head of Centre or a member of the senior leadership team will provide a brief, written rationale to support this decision which will then be available for inspection purposes.

#### **Identifying the need for Access Arrangements**

Students will be identified for consideration for Access Arrangements in one of the following ways:

- They had an Access Arrangement in KS2 for their National Curriculum Tests
- Baseline testing in Year 7 completed using the Cognitive Ability Tests (CATs)
- Parental referral
- Subject Teacher referral
- Information from previous schools
- They are known to the Pastoral and Inclusion Support Teams

#### **Testing and applying for Access Arrangements**

When a student is brought to the attention of a SENCo in one of the above ways, the SENCo will investigate further. If further testing or screening is indicated, this will be carried out, and parents will be informed. The outcomes of the assessments will be recorded and summarised; where an Access Arrangement is recommended due to a learning difficulty, JCQ Form 8 Part 2 (the Assessor's report) will be completed and used as evidence for the online submission of a formal Access Arrangement application.

The school will then apply to the Awarding Bodies using the Access Arrangements Online application system. The feedback is instant, and where the Access Arrangement is approved, the arrangement is allocated to the student, and the parents are informed.

The evidence of need is held on file, and the SENCo monitors and ensures that the Access Arrangement is normal working practice for the student within the school.



## **Deadlines for Access Arrangement Applications**

### Year 11

The school deadline to submit evidence and request Access Arrangements for a student in Year 11 is October half term. This allows the SENCo and the Examinations Officer time to plan the Year 11 mock examinations, which are the last opportunity to trial any Access Arrangements. The Year 10 examinations should provide an opportunity to identify any difficulties a student may have.

### Sixth Form

The deadline for sixth form Access Arrangements requests is July of Year 12, as long as teachers have collected a body of evidence in advance of this. Year 13 is too late to make requests for Access Arrangements as no history of need or provision is in place.

### **Further Information**

Further information can be found on the Joint Council for Qualifications (JCQ) website:

[www.jcq.org.uk](http://www.jcq.org.uk)

If you have any further questions about Access Arrangements, please contact the SENCo ([nswart@townleygrammar.org.uk](mailto:nswart@townleygrammar.org.uk)) or the Exams Officer ([examinations@townleygrammar.org.uk](mailto:examinations@townleygrammar.org.uk)).