

Access Arrangements

September 17

Access arrangements are agreed before an assessment. They allow candidates/learners with special educational needs, disabilities or temporary injuries to:

- ***Access the assessment***
- ***Show what they know and can do without changing the demands of the assessment***

JCQ Definitions page 3

All staff are asked to collect evidence from year 7 for students who are provided with extra arrangements in class to support their learning. This includes class work and copies of tests / examinations.

This may include students who need extra time to process information, understand the task or complete set work. Those who require support reading given information, those who use alternative methods to record information, those who complete tests in alternative rooms, in small groups.

Reader

- Staff are asked to complete a form stating if the student has had help with reading in class and in tests and examinations.

Scribe / Word Processor

- Staff are asked to collect evidence of copies of work that have been completed using a scribe/word processor and work without this arrangement from class/tests and exams.

Extra Time

- Staff are asked to collect evidence of copies of work where extra time has been used both in class and in tests/exams (extra time needs to be easily identified by change of colour of pen or written ET in margin) and copies of work where extra time hasn't been used and the task is incomplete.
- Staff are asked to complete a form stating the student requires extra time to process information in class and therefore takes longer to start a task.

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At the end of year 9/ start year 10 staff are asked to complete access arrangement forms that detail what support the student needs and has been receiving.

We identify students from the information gained from staff to test and apply for access arrangements. We cannot undertake tests on students if we do not have this evidence of 'normal way of working'. We cease testing at October half term and can only test after this if a student is identified as having a new diagnosis.

If students are found through testing to have below average score in the area of difficulty identified we then apply to JCQ online detailing these scores and the evidence we have. If students are granted access arrangements parents are informed and these will be applied to GCSE examinations.

The examinations officer can also apply for access arrangements on medical grounds if a student has an identified medical condition and a consultant has undertaken an assessment and found that special consideration is needed. The school will require a copy of the assessment or a letter from the consultant stating what access arrangements are required.

If you require any further information please contact:

Mrs Baggott – Exams Officer

Mrs Ball – Inclusion Manager

Mrs Perks – Inclusion Administrator