



*Mrs G Jones*

*REVIEWED: September 2024*

*REVIEW DATE: September 2026*

***SENDCo: Mrs Gemma Jones***

***Assistant SENDCo and Access Arrangements Co Ordinator: Mrs Williamson***

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### **Rationale**

Our Exam Access Arrangements Policy explains the activity undertaken to ensure inclusion throughout the school for all students with Additional Learning Needs which will include those with formally diagnosed Special Educational Needs Disabilities (SEND).

The policy supports and facilitates the school's vision, "Achieving excellence" and endeavour to ensure that all learners achieve their full potential and are fully included in the community and are given every opportunity to succeed in a learning environment where every child is supported to meet his or her potential.

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### **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 before an assessment, and **must** reflect a student's normal way of working within the school.

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### **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 in comparison 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. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

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### **Available Exam Access Arrangements include:**

- Supervised rest breaks
- Extra time
- Reader/Computer reader
- Scribe
- Word processor
- Prompter
- 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.

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### **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
- 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

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## 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's 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 on the basis of a private report.

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## Identifying the need for Access Arrangements

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

- Subject Teacher referral
- They are known to the Special Needs department
- Information from previous schools
- They had an Access Arrangement in KS2 for their National Curriculum Tests
- Baseline testing in Year 9
- Parental referral

## 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/Access Arrangements Coordinator will investigate further. If further testing or screening is indicated, this will be carried out and parents 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 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 informed.

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

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## 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/Access Arrangements Coordinator 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 a body of evidence has been collected by teachers 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.

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### 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 questions about Access Arrangements, please contact the SENCo/Access Arrangements Coordinator on [office@bhs.potteries.ac.uk](mailto:office@bhs.potteries.ac.uk)