

## **Access Arrangement Policy**

### 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.

### 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> February 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.

### 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

### 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.

### Inspection

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

### Compliance

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