



Access Arrangement Policy (2025/2026)

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 31st January 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/guardians 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.

Centre-specific criteria for particular arrangements/adjustments

All Access Arrangements given in an Exam **must** reflect the Student's normal way of working in the centre.

Word Processor Policy (Exams)

An exam candidate may be approved the use of a word processor where this is appropriate to the candidate's needs and not simply because the candidate now wants to type rather than write in exams or can work faster on a keyboard, or because they use a laptop at home.

Separate Invigilation Policy

A decision where an exam candidate may be approved separate invigilation within the centre will be made by SENCO.

The decision will be based on:

- whether the candidate has a substantial and long term impairment which has an adverse effect **and**
- the candidate's normal way of working within the centre.

From September 2023 students who require separate accommodation will now sit their exams in a room where screen dividers are provided in order that students will not be able to see each other during the exam. Individual rooms will only be given to students in exceptional circumstances. Nervousness, anxiety or being worried about exams are not considered sufficient grounds for a separate room by the examination authorities.

Timed Rest Breaks (TRB)

When a student decides to use their TRB they should raise their hand to attract an Invigilator's attention. The Invigilator will stop the clock and the exam paper is then closed. The student will sit at their desk whilst taking the TRB. When the student is ready to recommence with the exam they should gain the Invigilator's attention and the clock will then be restarted. Any additional time due will be added to the end of the exam.

Inspection

The files will be kept available for Awarding Body inspection purposes.

Compliance

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