

Access Arrangements Policy (Exams) 2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved by Education and Standards Committee	February 2023
Noted by Full Governing Board	March 2023
Next Review Date	Spring 2024
Statutory/Non Statutory	Statutory
Key Individual	Lucy Harrison, Headteacher

Key staff involved in the policy

Role	Name(s)
ALS lead/SENCo	Kathrynne Bickers
ALS lead/SENCo line manager (Senior leader)	
Head of centre	Lucy Harrison
Assessor(s)	Margaret Jennings
Access arrangement facilitator(s)	Nikki Townley



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What are access arrangements and reasonable adjustments?

Access arrangements

Access arrangements are agreed **before** an assessment. They allow candidates with **specific needs**, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010* to make 'reasonable adjustments'. (AA Definitions)

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. The awarding body is required to take reasonable steps to overcome that disadvantage. An example would be a Braille paper which would be a reasonable adjustment for a vision impaired candidate who could read Braille. A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements. Whether an adjustment will be considered reasonable will depend on several factors which will include, but are not limited to:

- the needs of the disabled candidate;
- the effectiveness of the adjustment;
- the cost of the adjustment; **and**
- the likely impact of the adjustment upon the candidate and other candidates.

An adjustment will not be approved if it:

- involves unreasonable costs to the awarding body;
- involves unreasonable timeframes; **or**
- affects the security and integrity of the assessment.

This is because the adjustment is not 'reasonable'. (AA Definitions)

Purpose of the policy

The purpose of this policy is to confirm that Archer Academy has a written record which clearly shows the centre is leading on the access arrangements process and is complying with its ...obligation to identify the need for, request and implement access arrangements.

[JCQ General Regulations for Approved Centres, (section 5.4)]

This publication is further referred to in this policy as GR

This policy is maintained and held by the ALS lead/SENCo alongside the individual files/e-folders of each access arrangements candidate. Each file/e-folder contains detailed records of all the essential information that is required to be held according to the regulations.

Where the ALS lead/SENCo is storing access arrangements documentation electronically he/she **must** create an e-folder for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection. (AA 4.2)



The policy is annually reviewed to ensure that processes are carried out in accordance with the current edition of the JCQ publication “Adjustments for candidates with disabilities and learning difficulties - Access Arrangements and Reasonable Adjustments. “

This publication is further referred to in this policy as AA

General principles

The general principles of access arrangements for the centre to consider are detailed in AA (section 4.2). These include:

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage due to persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

Access Arrangements/ reasonable adjustments should be processed at the **start** of the course.

Arrangements must always be approved before an examination or assessment.

The arrangement(s) put in place must reflect the support given to the candidate in the centre.

The candidate **must** have had appropriate opportunities to practise using the access arrangement(s) before his/her first examination.

Equalities Policy (Exams)

A large part of the access arrangements process is covered in the Equalities Policy (Exams) which covers staff roles and responsibilities in identifying the need for, requesting and implementing access arrangements and the conduct of exams.

Archer Academy Equalities Policy is located in T: docs : Lower Staff Docs . Exams Office > Policies > Policy Updates 2022 -2023

The head of centre/senior leadership team will recognise its duties towards disabled candidates, including private candidates, as defined under the terms of the Equality Act 2010†. This **must** include a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates...

†or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect (GR 5.4)

The Access Arrangements Policy further covers the assessment process and related issues in more detail.

The assessment process

Assessments are carried out by an assessor(s) appointed by the head of centre. The assessor(s) is (are) appropriately qualified as required by JCQ regulations in [AA 7.3](#).



The qualification(s) of the current assessor(s)

Margaret Jennings – Certificate of Psychometric Testing , Assessment and Access Arrangements **(CPT3A) Equivalent to Level 7**

Appointment of assessors of candidates with learning difficulties

At the point an assessor is engaged/employed in the centre, evidence of the assessor's qualification is obtained and checked against the current requirements in [AA](#). This process is carried out prior to the assessor undertaking any assessment of a candidate.

Checking the qualification(s) of the assessor(s)

Assessor needs to furnish Archer Academy with relevant certificates of qualifications which we then hold on file.

The head of centre/senior leadership team will... have a **written** process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments... (GR 5.4)

The head of centre must ensure that evidence of the assessor's qualification(s) is obtained at the point of engagement/employment and prior to the assessor undertaking any assessment of a candidate.

Evidence of the assessor's qualification(s) must be held on file for inspection purposes and be presented to the JCQ Centre Inspector by the SENCo. (AA 7.3)

Make full reference to AA 7.3 Appointment of assessors of candidates with learning difficulties and record your process that reflects the requirements.

Process for the assessment of a candidate's learning difficulties by an assessor

A Form 8 needs to be completed before assessment, evidence and teacher feedback needs to be gathered before completed Part 1 of the Form 8 – this needs to be with the assessor prior to testing date and test needs to be administered according to the evidence provided.

Once the testing has been completed the results are sent back to SEND Administrator.

This is as per [AA 7.5](#) Guidelines for the assessment of the candidate's learning difficulties by an assessor and [7.6](#) Completing Form 8 – JCQ/AA/LD, Profile of Learning Difficulties and record your process that reflects the requirements

Thus confirming that the correct procedures are followed as per Chapter 7 of the JCQ publication *Access Arrangements and Reasonable Adjustments*

([GR 5.4](#))

Note

SENcos and assessors working within the centre should always carefully consider any privately commissioned assessment to see whether the process of gathering a picture of need,

demonstrating normal way of working within the centre and ultimately assessing the candidate themselves should be instigated (AA 7.3)

Also detail any process (where relevant) for private candidates, distance learners and home educated students (refer to the requirement in GR 5.4)

Picture of need/normal way of working

Before the candidate's assessment, the SENCo must provide the assessor with background information, i.e. a picture of need has been painted as per Part 1 of Form 8. The SENCo and the assessor must work together to ensure a joined-up and consistent process.

An independent assessor must contact the centre and ask for evidence of the candidate's normal way of working and relevant background information. This must take place before the candidate is assessed.

Additionally, the independent assessor must be approved by the head of centre to assess the candidate.

All candidates must be assessed in light of the picture of need and the background information as detailed within Part 1 of Form 8.

An independent assessor must discuss access arrangements with the SENCo. The responsibility to determine and request appropriate and practicable access arrangements/reasonable adjustments specifically lies with the SENCo. (AA 7.5)

Make full reference to AA 7.5 Guidelines for the assessment of the candidate's learning difficulties by an assessor and 7.6 Completing Form 8 – JCQ/AA/LD, Profile of Learning Difficulties and record your process that reflects the requirements.

Processing access arrangements

Arrangements requiring awarding body approval

Access arrangements online (AAO) is a tool provided by JCQ member awarding bodies for centres to apply for required access arrangement approval for the qualifications covered by the tool. This tool also provides the facility to order modified papers for those qualifications included. (Refer to AA, (chapter 8)

Processing applications for access arrangements and (chapter 6) Modified papers)

AAO is accessed within the JCQ Centre Admin Portal (CAP) by logging in to one of the awarding body secure extranet sites. A single application for approval is required for each candidate regardless of the awarding body used.

AAO Applications are processed by the Exams Officer according to information supplied by the SEND administrator.

The SENCo **must** keep detailed records, whether electronically or in hard copy paper format, of all the essential information on file. This includes a copy of the candidate's approved application, appropriate evidence of need (where required) **and** a signed candidate personal data consent form (which must be completed prior to the processing of the application and retained for 26 months from the date of the online application being approved) for inspection by the JCQ Centre Inspection Service. (AA 8.6)

Centre-specific criteria for particular access arrangements

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 this is the candidate's preferred way of working within the centre.

Word Processor policy is located in T T: docs : Lower Staff Docs . Exams Office > Policies > Policy Updates 2022 -2023

Separate Invigilation Policy

A decision where an exam candidate may be approved separate invigilation within the centre will be made by the ALS lead/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** (AA 5.16)

Separate invigilation is organised at Archer Academy according to test results, consultant and EHCP recommendations.

For example, in the case of separate invigilation, the candidate's difficulties are established within the centre (see Chapter 4, paragraph 4.1.4) and known to a Form Tutor, a Head of Year, the SENCo or a senior member of staff with pastoral responsibilities.

Separate invigilation reflects the candidate's normal way of working in internal school tests and mock examinations as a consequence of a long term medical condition or long term social, mental or emotional needs. (AA 5.16)

Third Party Agreement



The centre will draw up a third party agreement with each external provider of a service related to the exams ie invigilators, assessors etc. These should be signed by the Head of the Centre/Headteacher and held either as a paper copy, or electronically, in the same folder where all other electronically held documents are saved, ready for inspection.