



Armfield Academy

"An Academy to be Proud of"

Access Arrangements Procedures

1 What does this procedure include?

This procedure outlines how Armfield Academy assesses the pupils' needs for access arrangements, how these are recorded and reported on.

2 Purpose of the document

To ensure that students who are eligible for examination access arrangements are identified and assessed in the required manner and the necessary recommendations made. Following an application and approval from the relevant Awarding Body, Examination Access Arrangements (EAA) will be implemented (e.g. scribe, reader, extra time etc.).

The Equality Act 2010* places a duty on educational institutions not to discriminate against students learning difficulties/ disabilities in terms of either admission to courses or provision of education and support services.

3 What are Examination Access Arrangement?

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Arrangements fall into two distinct categories; some arrangements are delegated to centres, others require JCQ awarding body approval. Access arrangements allow students with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands/integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply the duty under the Equality Act 2010* to make 'reasonable adjustments'.

An Exam Access Arrangement (EAA) is a provision or type of support given to a student (subject to exam board approval) in public examinations, where a particular need has been identified and is provided so that the student has appropriate access to the exam. This can be in the form of:

- Extra time – 25%, 50%, 50%+
- A reader / computer reader
- A scribe/voice activated software
- Oral Language modifier
- Practical assistant
- Read aloud
- A word processor (Laptop)*
- A prompter
- Coloured overlays
- Supervised rest breaks – Duration and number arranged prior to the exam.
- Coloured/enlarged papers
- Papers with modified language

4 Identification/Evidence

All referrals for Access Arrangements must initially be presented to the SENCO. Identification of students needs begins on entry to Armfield Academy.

- Baseline testing completed at beginning of Year 7 using GL assessments and CAT4 information
- Evidence of need throughout KS3 – SEN reviews/classwork/internal tests/exams
- Subject teacher referral
- Parental referral
- Access Arrangements granted due to medical conditions will be recorded on centre headed

paper and must comply with the six bullet points listed on page 26 of the JCQ Access Arrangement and Reasonable Adjustment booklet

If the school have a picture/ evidence of need for a student then a formal assessment will take place at the beginning of key stage 4; formal access arrangements expire after 26 months. The screening and ongoing monitoring determines the level of specific assessment required.

5 Assessment

Assessments for EAAs will be organised by the Senior Assistant Headteacher, SENCO and carried out by competent staff at Armfield Academy. After the assessment has been completed the SENCO will decide what access arrangements will be applied for depending upon the evidence held within the centre. Applications will then be made to JCQ by the examinations officer ensuring all deadlines set by awarding bodies/JCQ are adhered to. When formal access arrangements are determined and agreed these will become part of 'normal practice'. If a student chooses continually not to use the agreed access arrangement granted to him/her, e.g. extra time or the use of a word processor, then it is not his / her normal way of working. The arrangement should not be awarded for public examinations and will be withdrawn.

Armfield Academy will monitor the use of access arrangements in internal tests and mock examinations.

6 Failure to Comply

Failure to comply is defined as putting in place access arrangements that are not approved, or permitting access arrangements within the centre which are not supported by appropriated evidence.

7 Useful documents

[JCQ: Access Arrangements and Reasonable Adjustments](#)

[JCQ: Access Arrangements, Reasonable Adjustments and Special Consideration](#)

[The Equalities Act 2010](#)