



The Forum Centre

Access Arrangements Policy 2022/23

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What are access arrangements

Access arrangements are agreed before an assessment. They allow candidates with 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 particular 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'.

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.

How reasonable the adjustment will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

There is no duty on the Awarding Bodies to make any adjustment to the assessment objectives being tested in an assessment.

Disability policy (exams)

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

Gathering evidence

This is commonly referred to as 'normal way of working'. For candidates with learning difficulties this is typically the background information recorded by teachers/TAs and confirmed by the special educational needs and/or disabilities coordinator (SENDCo).

The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment.

Processing applications for access arrangements

JCQ centre admin portal is a tool provided for GCSE and GCE qualifications. This tool also provides the facility to order modified papers for GCSE qualifications.

Request for assessments may be given direct to the SENDCo. The SENDCo or Exams Officer will process the applications via JCQ centre admin portal. They are completed in accordance with JCQ deadlines. The supporting evidence, signed data protection form and JCQ approval are kept on file securely in the SENDCo's office. When applications are unsuccessful, the

SENDCo sends a letter or email home accordingly. When an application requires referral to the awarding bodies, the SENDCo will process this, giving more supporting information from their SENDCo file.

For arrangements which do not require JCQ approval, such as rest breaks; the SENDCo will record a file note signed and kept on file with the appropriate evidence. Small rooms for candidates with no additional need will only be granted where the candidate has a significant need which can be substantiated by a medical letter; or the candidate is known to the Senior Leadership Team (SLT) for their need.

HeadTeacher

Exams Officer

K. Rickford.

S. Braughler

Dated

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