



# Access arrangements policy

## 2018/19

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	January 2020

### Key staff involved in the access arrangements process

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mr C. Wilson, Head teacher(A)</b>
Assessor(s)	<b>Mrs. D. Dovey</b>
Access arrangement facilitator(s)	<b>Mrs. S Wolverson (exams officer)</b>

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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 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’.*

[AA Definitions, page 3]

### 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 a number of 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, page 3]

## Purpose of the policy

The purpose of this policy is to confirm that Queensbury 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, 5.5]

This publication is further referred to in this policy as [GR](#)

This policy is maintained and held by the Exam Officer alongside the individual files of each access arrangements candidate. Each file contains detailed records of all the essential information that is required to be held according to the regulations.

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](#)

## Disability policy (exams)

A large part of the access arrangements process 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.

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 is appropriately qualified as required by JCQ regulations in [AA](#) 7.3.

### **The qualification(s) of the current assessor(s) and Checking the Qualification**

Mrs Dawn Dovey completed Level 7 AMBDA December 2016. AMBDA number 16/AM12264. A copy of certificate is held by the examinations officer, all qualification details are verified and kept on personnel files in accordance to Safer Recruitment guidelines

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

Teaching Staff are asked to notify the assessor of students normal way of working so that a picture of need is painted, further evidence is gained through testing using appropriate tests YARK, Writ/Wrat, CTOPS 2 & Dash as necessary. This alongside the students EHCP demonstrates normal way of working. Teaching staff also complete statements to bak normal way of working

*"... that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments..."* [\[GR 5.4\]](#)

## **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 listed on page 92 of [AA](#). This tool also provides the facility to order modified papers for those qualifications listed on page 74.

AAO is accessed by logging in to any of the awarding body secure extranet sites. A single application is required for each candidate regardless of the awarding body used. The Exams Officer is responsible for submitting the application and maintaining all files

### **Centre-delegated access arrangements**

Any centre delegated arrangements follow JCQ guidelines and are supported with necessary evidence. The Exams Officer maintains all files.

## **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. See separate word processor policy

### **Separate invigilation within the centre**

A decision where an exam candidate may be approved separate invigilation within the centre.

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]

