



ACCESS ARRANGEMENTS POLICY

INTRODUCTION

This Exam Access Arrangements Policy outlines the provision and processes concerning access arrangements and reasonable adjustments at MTS. This provision helps to support pupils with Special Educational Needs and Disabilities (SEND), including those who have been identified as having a learning environment.

At MTS, the provision of access arrangements for exams and tests strictly adheres to the regulations set out by the relevant awarding body. In most cases, this is the Joint Council for Qualifications (JCQ). JCQ regulations can be found in *Access Arrangements and Reasonable Adjustments: Adjustments for candidates with disabilities and learning difficulties (JCQ)*^[1]. This document is updated annually with updates coming into effect from 1st September each year.

EXAM ACCESS ARRANGEMENTS

Access Arrangements allow exam candidates with special educational needs, disabilities or temporary injuries to access an assessment without changing the demands of the assessment and are

Access arrangements aim to remove the disadvantages a pupil may have when accessing assessment due to difficulties resulting from physical, cognitive/learning, sensory or psychological differences. Access arrangements are designed to level the playing field and must not create any unfair advantage or compromise the integrity of the assessment. Access arrangements

working in the school. Access arrangements are put in place on a subject-by-subject basis. This means a candidate may have different access arrangements in different subjects depending on need and eligibility.

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.

^[1] Available from <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

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.

An adjustment may not be considered reasonable if it involves unreasonable costs, time frames or affects the security or integrity of the assessment. A student with a disability or difficulty which has a substantial and long-term effect on performance in examinations may qualify for access arrangements.

THE IDENTIFICATION AND REFERRAL PROCESS

Some pupils join the school with SEND that has already been identified and they may already have experience using access arrangements. Once at MTS, the provision of access arrangements for exams and tests strictly adheres to the JCQ regulations.

Other pupils may be recognised to have a support need while at MTS. Information on referral

Support Policy.

The provision of access arrangements requires several stages:

Stage 1: Picture of need

Awarding bodies require the school to document a picture of need for a pupil. Initially, this is usually generated during referral, where teacher feedback may highlight a difficulty with work in class, a mismatch in performance in class compared to work under time pressure or other signs of difficulty. The picture of need is further developed through investigation, which may include observation in class and review of work samples. Where a picture of need is established, the next step is an assessment.

Stage 2: Assessment

There are two types of assessment. Which assessment is most appropriate depends on the individual EMC /Span

Centre delegated arrangements include the following:

- Word processor/laptop.
- Supervised rest breaks.
- Alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs (formerly known as separate invigilation)
- Read aloud.
- Prompter.

TIMELINE

It is expected that referrals to the learning support department will have been made in good time such that arrangements can be put in place for any mocks sat in preparation for the public exams.

Based on initial review (which may include informal feedback, samples of work or mock exam papers/tests, classroom observation and routine screening) a decision will be made as to whether a picture of need should be sought.

Where it is decided that a picture of need should be sought, the Learning Support Department will gather relevant information for part 1 of Form 8.

Once part 1 of Form 8 is completed, an appropriate assessment will be carried out.

Qualifying scores from the assessment will be added to part 2 of Form 8 by the assessor, after which the SENCo will complete part 3 of Form 8 to confirm access arrangements. On completion, the form 8 will be passed to the Examinations Administrator who will record the access arrangement/s granted.

A data protection notice signed by the pupil will be added to the file.

Once within the appropriate time frame, the SENCo will complete the data consent confirmation form and with the Examinations Administrator will then check and process the application via access arrangements online and on filing the approval notice, the access arrangement will be formally recorded on the learning support register as an external exam arrangement.

Where a pupil is granted an access arrangement prior to year 10/before a formal application can be

- The Head of Centre is responsible for appointing assessors who have successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment, or who have an SpLD assessment practising certificate listed on the SASC website or who are registered with the HCPC.
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 - the point of engagement and prior to the assessor undertaking any assessment of a candidate
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