



Secondary

Access Arrangements

Policy

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This policy applies to:

John Ferneley College
Iveshead School

Where this policy states 'Headteacher' this also includes 'Head of School' and 'Centre Manager'.
Mowbray Education Trust (MET).

1. Aims

This document outlines the school's policy on Exam Access Arrangements. These are the arrangements put in place to ensure that all students are given a fair opportunity to demonstrate their knowledge and skills in examinations, without being disadvantaged by any learning, physical, sensory or psychological difficulty they may experience. This includes those with formally diagnosed Special Educational Needs & Disabilities (SEND). Access Arrangements encompass a wide range of provisions. 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.

Access Arrangements are not intended to give an unfair advantage.

Access Arrangements may vary between subjects because different subjects and methods of assessments may have different demands.

Access Arrangements should reflect a student's normal way of working unless such arrangements would compromise the integrity of the assessments.

2. Relevant legislation and guidance

The Equality Act 2010

3. Definitions

Available Access Arrangements may include:

- Supervised rest breaks
- Extra time

- Reader/Computer reader
- Scribe
- Word processor
- Prompter
- Modified Papers (e.g., enlarged to a specific font size)
- Separate room within the centre
- Language modifier

An access arrangement may be unique to an individual and therefore may not appear in a standard list.

4. Roles and Responsibilities

Identifying the need for Access Arrangements

KS3 - Teachers monitor students closely and gather evidence of need for Access Arrangements, passing it to the SENDCo/Access Arrangements Coordinator. Access Arrangements trialed in tests/exams.

Formal assessments take place during Year 9. Screening and ongoing monitoring determines the level of specific assessment required. These assessments are delivered in accordance with JCQ guidelines. A qualified Access Arrangement Assessor (internal or external as appropriate) will then assess the student using the standardised tests. SENDCo/Access Arrangements Coordinator applies online for indicated Access Arrangements and informs the examinations officer and parents/carers. At Iveshead School assessments also continue in Year 10 where appropriate.

N.B. Private assessments by Educational Psychologists are increasingly popular amongst parents, which may discriminate against those unable to afford a private assessment.

Access Arrangements cannot be applied for based on a privately commissioned test of any kind, unless the assessor has received information about the student's current difficulties and support offered in school before the assessment is carried out. Medical letters will prompt investigation, but not override the evidence seen in school. A student's 'normal way of working' in school is key. We may choose not to accept a private assessment report as evidence for an access arrangement if it conflicts with evidence gathered at school by our Access Arrangements Assessor/SENDCo. In this case, a written rationale for rejecting the report will be held on file and made available.

Students will be identified for consideration for Access Arrangements in one of the following ways:

- They had an Access Arrangement in KS2 for their National Curriculum Tests
- Baseline Testing in Year 7 completed using the Cognitive Abilities Tests (CATs)
- Parental referral
- Subject Teacher referral
- Information from previous schools
- They are known to the SEND Department

Testing and Applying for Access Arrangements

When a student is brought to the attention of the SENDCo in one of the above ways, the SENDCo/Access Arrangements Coordinator will investigate further. If further testing or screening is indicated, this will be carried out and parents informed. The outcomes of the assessment will be recorded and summarised. Where an Access Arrangement is recommended due to a learning difficulty, JCQ Form 8 Part 2 (The Assessor's Report) will be completed and used as evidence for online

submission of a formal Access Arrangements application. The school will then apply to the Awarding Bodies using the Access Arrangements Online application system. The feedback is instant, and, where the Access Arrangement is approved, the arrangement is allocated to the student, and the parents

informed in writing.

The evidence of need is held on file and the SENDCo/Access Arrangements Coordinator monitors and ensures that the Access Arrangement is normal practice for the student in school.

Deadline for Access Arrangements

The school deadline to submit Access Arrangements for a student in Year 11 is at the start of the October half term. This allows the SENDCo/Access Arrangements Coordinator and the Examinations officer to plan the Year 11 mock examinations which are the last opportunity to trial any Access Arrangements. The Year 10 examinations should provide an opportunity to identify any difficulties a student may have.

Exceptional Circumstances

Temporary Arrangements may be required for a student suffering from unforeseen illness or injury. In these cases, the college must be informed at the earliest opportunity, and a letter from a GP, Consultant, or other professional detailing the problem and any arrangement deemed necessary should be obtained as soon as possible. The school will make every effort to accommodate these arrangements.

Special consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness, or other indisposition at the time of the examination/assessment. The candidate will have been fully prepared for the exams, but due to unforeseen circumstance, could not demonstrate what they knew.

5. Monitoring arrangements

This policy will be reviewed annually by the SENDCo and Access Arrangements CoOrdinator across both secondaries to ensure alignment with practice. At every review, the policy will be shared with the Local Governing Committee Performance for approval.

6. Links with other policies

MET Equality and Diversity Policy

JFC and IVH Accessibility Plan

MET SEND Policy

