

Access Arrangements Policy

Rationale

Our Exam Access Arrangements Policy explains the activity undertaken to ensure inclusion throughout the school for all students with Additional Learning Needs (ALN), which will include those with formally diagnosed Special Educational Needs Disabilities (SEND). The policy supports and facilitates the school's aim to create a learning environment in which every student can fulfil his or her full potential.

What are Exam Access Arrangements?

Access Arrangements are actions taken to remove the disadvantages to a student accessing an examination caused by physical, learning, sensory or psychological difficulties, without creating any unfair advantage or compromising the integrity of an assessment. These arrangements are agreed before an assessment, and must reflect a student's normal way of working within the school.

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. A candidate with a disability or difficulty which has a substantial and long term effect on performance in examinations may qualify for access arrangements.

An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

Note on Private Educational Psychologists Reports

A growing number of parents are having their children assessed by private educational psychologists and submitting the reports to the SENDCo as evidence that their child should be awarded extra time, or other Access Arrangements. Private educational psychologist's reports cost a significant amount of money, putting those unable to obtain a private report due to financial circumstances at a disadvantage. We can only accept private reports as part of wider school evidence. A student's 'normal way of working' in school is key, and Access Arrangements will not be awarded purely on the basis of a private report. In line with JCQ guidelines, where we choose to accept or reject a privately commissioned report from an external professional, the head of centre or a member of the senior leadership team will provide a brief, written rationale to support this decision which will then be

available for inspection purposes. External Assessors are required to contact the SENDCo before carrying out the assessment. The SENDCo will provide the Assessor with any existing information about previous support and current difficulties.

Deadlines for Access Arrangement Applications

Year 11

The school deadline to submit evidence and request Access Arrangements for a student in Year 11 is October half term. This allows the SENDCo/Access Arrangements Coordinator and the Examinations Officer time 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.

Sixth Form

The deadline for sixth form Access Arrangements requests is July of Year 12, as long as a body of evidence has been collected by teachers in advance of this. Year 13 is too late to make requests for Access Arrangements as no history of need or provision is in place.

Temporary Arrangements

Temporary Access Arrangements may be required for a student suffering from unforeseen illness or injury. In these cases, the college must be informed at the earliest possible 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 college will make every effort to accommodate these arrangements.

Further Information

Further information can be found on the Joint Council for Qualifications (JCQ) website:

www.jcq.org.uk

If you have questions about Access Arrangements, please contact the Exams Office