



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

ACCESS ARRANGEMENTS POLICY

December 2024

This policy has been reviewed on 17th December 2024

This is a non-statutory policy

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1 Purpose of the policy

1.1 The purpose of this policy is to confirm that The Ecclesbourne School 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 (GR 5.4)
- Has a written process in place to not only check the qualification(s) of its assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ document *Access Arrangements and Reasonable Adjustments* (GR 5.4)

2 General principles

2.1 The head of centre/senior leadership team will appoint a SENDCo, or an equivalent member of staff, who will coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language, as well as those with a temporary illness or temporary injury (GR 5.4).

2.2 The centre will make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice they cannot make the decisions for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENDCo to make appropriate and informed decisions based on the JCQ regulations (AA 4.2).

2.3 The principles for The Ecclesbourne School to consider include:

- The purpose of access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage due to persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate (AA 4.2)
- Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question (AA 4.2)
- Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. The need for access arrangements/reasonable adjustments must be considered on a subject-by-subject basis (AA 4.2)
- Access arrangements/reasonable adjustments should be processed at the start of the course (AA 4.2)
- Arrangements must always be approved before an examination or assessment (AA 4.2)
- The arrangement(s) put in place must reflect the support given to the candidate in the centre (AA 4.2)
- The candidate must have had appropriate opportunities to practise using the access arrangements/reasonable adjustments before their first examination (AA 4.2)
- XXX

3 The assessment process

- 3.1** At The Ecclesbourne School, assessments are carried out by:
- An appropriately qualified assessor(s) appointed by the head of centre in accordance with the JCQ requirements (AA 7.3)
- 3.2** Our current assessors are Cathy James and Lisa F Smith.
- 3.3** At the point an assessor is engaged/employed at The Ecclesbourne School evidence of the assessor(s) qualification is obtained and checked against the current requirements. This process is carried out prior to the assessor undertaking any assessment of a candidate (AA 7.3).
- 3.4** Evidence that the assessor(s) is/are suitably qualified is held on file for inspection purposes (AA 7.4). When requested evidence will be presented by either the Director of Examinations or the SENDCo.
- 3.5** The names of assessors who are assessing candidates studying qualifications covered by the *Access Arrangements and Reasonable Adjustments* document are entered into *Access Arrangements online* to confirm their status (AA 7.4)
- 3.6** The process for the assessment of a candidate's learning difficulties by an assessor at The Ecclesbourne School will follow the guidelines and Form 8 will be completed (AA 7.5, 7.6). This will involve arrangements being made for the candidate being assessed by one of the centre's appointed assessors who will personally conduct the assessment. They will not sign off assessments carried about by another professional (AA 7.5).
- 3.7** A privately commissioned assessment, where the centre has not been involved, cannot be used to award access arrangements and cannot be used to process an application using *Access arrangements online* (AA 7.3)
- 3.8** Relevant staff working within the centre will always carefully consider any privately commissioned assessment to see whether the process of gathering a picture of need, demonstrating normal way of working within the centre and ultimately assessing the candidate themselves should be instigated (AA 7.3)
- 3.9** Before the candidate's assessment, the person appointed in the centre must provide the assessor with background information, i.e. a picture of need has been painted as required in Part 1 of Form 8. The centre and the assessor must work together to ensure a joined-up and consistent process (AA 7.5)

4 Processing access arrangements and adjustments

- 4.1** *Access arrangements online* (AAO) is used to apply for approval of arrangements/adjustments for the qualifications listed within the JCQ document *Access Arrangements and Reasonable Adjustments*
- 4.2** AAO is accessed through the JCQ Centre Admin Portal (CAP) by using any of the awarding body secure extranet sites. A single application for approval is required for each candidate regardless of the awarding body used.
- 4.3** Deadlines apply for each examination series for submitting applications for approval using AAO.
- 4.4** Online applications will only be processed where they are supported by the centre and the candidate meets the published criteria for the arrangement(s) with the full supporting evidence in place.
- 4.5** Decisions related to the approval of the centred delegated arrangements/adjustments are made by Dave Partridge (SENDCo).
- 4.6** Appropriate evidence, where required by the arrangement, is held on file by Cathy James (Access Arrangements coordinator).

- 4.7** The details regarding the awarding, allocation and use of a word processor for examinations and assessments is found in our Word Processing Policy.
- 4.8** Decisions on alternative rooming arrangements are made by Dave Partridge (SENDCo) and the relevant Head of School. Those decisions are based on:
- Whether the candidate has a substantial and long-term impairment which has an adverse effect (AA 5.16)
 - The candidate's normal way of working within the centre (AA 5.16)
 - Ensuring the proposed arrangement does not unfairly advantage or disadvantage the candidate (AA 4.2.1)
 - Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre (AA 5.16)
- 4.9** Modified papers are ordered using AAO. They are ordered in advance of a specific examination series, no later than the published deadline for the series concerned. The candidate will be given appropriate opportunities to practise using an awarding body's past modified papers before their first examination (AA 6.1).

5 Roles and responsibilities

- 5.1** When an access arrangement/reasonable adjustment has been processed online and approved, the evidence of need (where required) must be made available to a JCQ Centre Inspector upon request. An awarding body may also request evidence of need when considered necessary. This will either be in hard copy paper format or electronically (AA 4.2)
- 5.2** Where documentation is stored electronically an e-folder for each individual candidate will be created. The candidate's e-folder will hold each of the required documents for inspection (AA 4.2).
- 5.3** It is the responsibility of Cathy James, the centre's Access Arrangements Co-ordinator, to:
- collect a candidate's consent to record their personal data on-line through AAO. A *candidate personal data consent form* will be used for this
 - complete the *Data protection confirmation by the examinations officer or SENDCo*, prior to the processing of the online application
 - to submit applications for approval using AAO
 - to keep detailed records for inspection purposes of all the essential information on file
 - to submit applications for approval directly to an awarding body for any qualification that does not fall within the scope of AAO.