



# Access Arrangements Procedure

Aldercar High School

## Access Arrangements Procedure

Centre name	Aldercar High School
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Date policy first created	29/09/2023
Current policy approved by	Adam Blake
Current policy reviewed by	Ruth Pick
Date of review	18/12/2025
Date of next review	01/11/2026

## Key staff involved in the policy

Role	Name
Head of centre	Adam Blake
Senior leader(s)	Jo Powdrill Katy Hall Adam Blake Sarah Murray Trudy Williams
Exams officer	Ruth Pick
SENCo (or equivalent role)	Kate Temple

Other staff (if applicable)	Victoria Ryde-Gamble - Exams Asst
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This policy is reviewed and updated annually to ensure that access arrangements process at Aldercar High School is managed in accordance with current requirements and regulations.

References in this policy to GR, ICE and AARA refer to the JCQ documents **General Regulations for Approved Centres**, **Instructions for conducting examinations** and **Access Arrangements and Reasonable Adjustments**.

References to legislation are to the Equality Act 2010. Separate legislation is in place for Northern Ireland (see AARA 1.8). The definitions and procedures in AARA relating to access arrangements and reasonable adjustments will also apply in Northern Ireland.

## Introduction

(AARA Definitions)

### 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 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'.

### 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 several 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'.

The centre must ensure that approved adjustments can be delivered to candidates.

## Purpose of the policy

The purpose of this policy is to confirm that Aldercar High 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 check the qualification(s) of its assessor(s) and that the correct procedures are followed, as in Chapter 7 of the JCQ document *Access Arrangements and Reasonable Adjustments* (GR 5.4)

## 1. General principles

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

A centre **must** make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they **cannot** make the decision 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 SENCo to make appropriate and informed decisions based on the JCQ regulations. (AA 4.2) The principles for Aldercar High School to consider include:

- The purpose of an 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 (AARA 4.2)
- Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question (AARA 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 (AARA 4.2)
- Applications for access arrangements/reasonable adjustments should be processed at the start of or during the first year of a two-year the course having firmly established a picture of need and normal way of working (AARA 4.2)
- Arrangements **must** always be approved **before** an examination or assessment (AARA 4.2)
- The arrangement(s) put in place **must** reflect the support given to the candidate in the centre (AARA 4.2)
- The candidate **must** have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustment(s) before their first examination (AARA 4.2)

The main elements of the process detailing staff roles and responsibilities in identifying the need for, requesting and implementing access arrangements/reasonable adjustments and the conduct of examinations are covered in:

- The Equalities Policy (Exams) is held in school and accessible on the school website

## 2. The assessment process

At Aldercar High School, assessments are carried out by:

- an appropriately qualified assessor(s) appointed by the head of centre in accordance with the JCQ requirements (AARA 7.3)

### Details and qualification(s) of the current assessor(s)

The Head of Centre will appoint an access arrangements assessor with a relevant Level 7 qualification, who has completed at least 100 hours relating to individual specialist assessment AND/ OR a specialist assessor with a current SpLD Assessment Practising Certificate AND/OR an appropriately qualified psychologist registered with the Health & Care Professions Council. Aldercar High School currently uses an external Access Arrangements assessor. The assessor holds relevant qualifications.

## Appointment of assessors

At the point an assessor is engaged/employed at Aldercar High School:

- Evidence of the assessor's qualification is obtained and checked against the current requirements (AARA 7.3)
- This process is carried out prior to the assessor undertaking any assessment of a candidate (AARA 7.3)
- Evidence of successful completion of a post-graduate course in individual specialist assessment at or equivalent to Level 7 or a printout of a screenshot of HCPC or SASC registration is held on file for inspection purposes to evidence that the assessor(s) is/are suitably qualified (AARA 7.3, 7.4)

Additional information:

Aldercar High School uses an external access arrangements assessor with whom the school has an established working relationship.

This written process is a checklist that the SENCO, Exams Officer and Head of Centre will all complete (see Appendix 1)

The head of centre must ensure that evidence of the assessor's qualification(s) is obtained at the point of engagement/employment and prior to the assessor undertaking any assessment of a candidate.

## Reporting the appointment of assessors

- Evidence that the assessor(s) is/are suitably qualified is held on file for inspection purposes (AARA 7.4) When requested, the evidence will be presented to the JCQ Centre Inspector by:
- The SENCO holds on file all information pertaining to the appointment of an assessor. Following the guidance in AA section 7.4 (Reporting the appointment of assessors), the assessor's details have been entered onto Access Arrangements Online and their status has been confirmed.
- In the case of appropriately qualified psychologists (registered with the Health & Care Professions Council), or specialist teacher assessors holding a current SpLD Assessment Practising Certificate, who are directly employed within the centre, there is no need to record the names of these individuals within *Access arrangements online*. (AARA 7.4)
- The names of all other assessors, who are assessing candidates studying qualifications as covered by the *Access Arrangements and Reasonable Adjustments* document must be entered into *Access arrangements online* to confirm their status (AARA 7.4)

## Process for the assessment of a candidate's learning difficulties by an assessor Aldercar High School

confirms:

- Guidelines for the assessment of the candidate's learning difficulties by an assessor will be followed and Form 8 (JCQ/AA/LD - Profile of Learning Difficulties) will be completed (AARA 7.5, 7.6)
- Arrangements must be made for the candidate to be assessed by the centre's appointed assessor (AARA 7.5)
- Assessors **must** personally conduct the assessments. They **must not** sign off assessments carried out by another professional (AARA 7.5)
- The assessor **must** carry out tests which are relevant to support the application (AARA 7.5)
- 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* (AARA 7.3)
- Relevant staff working within the centre should 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 (AARA

Additional information:

Where a private candidate (such as distance learners or home-educated students) is undertaking qualifications through the centre, the centre will lead on the assessment process. In some cases the candidate may need to be assessed away from the centre. The SENCO will arrange for assessments to be undertaken by the centre assessor. GR 5.4

#### **Picture of need/normal way of working Aldercar High**

School confirms:

- 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. (AARA 7.5)

Additional information:

The SENCO will paint a holistic picture of need (including for private candidates) by collating all relevant information such as:

- Key Stage 2 test results
- Comments and observations from teachers and support staff
- Intervention strategies
- Screening test results
- Baseline data
- Information on differentiation
- Normal way of working in the classroom
- Arrangements made for internal tests and assessments This will be detailed within Part 1 of the Form 8.

### **3. Processing access arrangements and adjustments**

#### **Arrangements/adjustments requiring awarding body approval**

*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*.

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.

Deadlines apply for each examination series for submitting applications for approval using AAO.

Online applications **must** 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

#### **Centre delegated arrangements/adjustments**

Decisions relating to the approval of centre delegated arrangements/adjustments are made by:

- Where an arrangement is centre-delegated, such as supervised rest breaks, the SENCO will still hold information on file relating to the arrangement. A short file note detailing the need will be available for inspection by the JCQ Inspection Service. The candidate's difficulties must be established and known within the centre to the SENCO, Form Tutor, Head of Year or another member of the pastoral team.

Appropriate evidence, where required by the arrangement, is held on file by:

- Where an application is not approved, the SENCO will refer to the exam board for further investigation. All relevant information, including discussions with exam boards, will be kept on file by the SENCO.

All files relating to access arrangements/ reasonable adjustments will be kept in the SENCO's office, which is locked at all times when unoccupied. All information including a copy of the candidate's approved application, appropriate evidence of need (where required) and a signed candidate personal data consent form will be available for inspection by the JCQ Centre Inspection Service (AA section 8.6)

- **The use of a word processor**

The [60] details the criteria Aldercar High School specifically uses to award and allocate word processors for examinations and assessments.

- **Alternative rooming arrangements**

The [61] details the criteria Aldercar High School uses to award alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs or an alternative room with one-to-one invigilation.

Additional information

Not applicable

### **Modified papers**

Modified papers are ordered using AAO.

- Modified papers must be ordered in advance of a specific examination series, no later than the published deadline for the series concerned (AARA 6.1)
- Modified papers are prepared for candidates for whom other adjustments are unsuitable. The modification of papers involves additional resources. Therefore centres must provide the awarding bodies with early notification that a candidate will require a modified paper. (AARA 6.1)
- Modified papers **must not** be ordered for candidates unless the centre intends to enter them for the relevant examination series (AARA 6.1)
- For the adjustment to be effective, the candidate must have had appropriate opportunities to practise using an awarding body's past modified papers before their first examination (AARA 6.1)

### **Roles and responsibilities**

When an access arrangement/reasonable adjustment has been processed on-line 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 can either be in hard copy paper format or electronically. (AARA 4.2)

Where documentation is stored electronically an e-folder for each individual candidate must be created. The candidate's e-folder must hold each of the required documents for inspection. (AARA 4.2) It is the responsibility of:

- [66] to inform candidates that an application for access arrangements will be processed using *Access arrangements online*, complying with the UK GDPR and the Data Protection Act 2018
- [62] to submit applications for approval using AAO
- [63] to keep detailed records for inspection purposes, whether electronically or in hard copy paper format, of all the essential information on file. This includes a copy of the candidate's approved application, appropriate evidence of need (where required) and evidence of the assessor's qualification (where required) (AARA 8.6)
- [64] to submit applications for approval directly to an awarding body for any qualification that does not fall within the scope of AAO
- [65] to order modified papers

Additional responsibilities:

The exams team will apply for all modified papers including NI scripts via AAO under the direction of the SENCo.

## **Changes 2025/2026**

References to AA changed to AARA

(Added/Removed) Under heading **Roles and responsibilities**:

Added new bullet point to reference the requirement to comply with the UK GDPR and the Data Protection Act 2018.

Removed reference to a signed candidate personal data consent form and Data protection confirmation by the examinations officer or SENCo form which are no longer required.

This section will therefore need to be edited when reviewing and updating this policy for 2025/2026.

## **Centre-specific changes**

Upon review of September 2024 no centre specific updates or changes were applicable to this document.