

Access Arrangements are pre-examination adjustments for candidates/students based on evidence of need **and** normal way of working. Access Arrangements fall into two distinct categories: some arrangements are delegated to centres; others require prior JCQ awarding body approval.

An Overview

Access Arrangements allow students with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, extra time, supervised rest breaks, readers, scribes and Braille question papers. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

Access Arrangements are only available to students with substantial, long-term difficulties that are known to have an adverse effect on normal day-to-day activities in College. They are reasonable adjustments that are 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**.

Access Arrangements may vary between subjects because different subjects and methods of assessments may have different demands. Access Arrangements are agreed before an assessment, based on '**evidence of need**', and '**normal way of working**'.

Decisions are based on:

- The college's knowledge of the student's needs and the support put in place in the classroom - their **normal way of working**.
- Findings of an assessor's assessments.

- The requirements of the subjects they are taking.

Points to note:

- Access Arrangements are not meant to create an unfair advantage, or compromise the integrity of an assessment.
- If Capel Manor College fails to provide sufficient evidence, in line with JCQ regulations, then the student in question could have marks deducted due to their unfair advantage, and may jeopardise the college status as an approved examination centre.
- Rest breaks will be thoroughly exhausted over extra-time as guided by the JCQ
- The JCQ guidance is quite clear that a word processor **cannot** simply be granted to a student because he or she now wants to type rather than write in examinations, can work faster on a keyboard or uses a laptop at home. Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text switched off where it is the student's normal way of working within the centre.
- Where approval for a scribe allows the student to type onto a word processor with the spell check/grammar check/predictive text switched on, there will be no marks for spelling, punctuations or grammar.
- A diagnosis of dyslexia will **not** mean automatic Exam Access Arrangements.
- The JCQ regulations are very clear that an independent assessment carried out without prior consultation with the college cannot be used to award Access Arrangements. However, may be used to build a picture of the student's needs.
- It is not necessary for a student to have a Statement or EHC Plan in place in order to be eligible for an access arrangement.
- Documents such as an education, health and care plan (EHCP) or a report from professional such as an educational psychologist (EP) may be supportive but **do not automatically entitle a student to access arrangements without additional corroborative evidence from the college.**

'Use it or lose it!'

Capel Manor College monitors how students are using their AA's (e.g. extra time). Without this evidence of AA's being used, the student could lose their AA's in subjects. Where a student has AA in place they are

encouraged to use it!

Deadlines for initial applications

To enable both the Access Arrangement and the Examinations Team to process applications in a timely manner. Staff are advised to submit the Normal Way of working and the Data Protection no less than **3 weeks before the first assessment/examination access arrangement deadline.**

The deadline for **GCSE examinations** is the 21st of March 2023. Therefore any applications for GCSE must be received **before the 26th February 2023 to enable processing.**

How to apply:

If you believe a student in your subject area may be entitled to Access Arrangements, you will need to complete a Teacher Normal Way of Working.

The Teacher Normal Way of Working must be submitted before an assessment can take place and should allow sufficient time for both assessors/exams to process.

Evidence must be available to substantiate comments made on the Teacher Normal Way of Working, this may be called upon.

Teaching staff should ensure the normal way of working is reflective of the classroom and or assessments.

Teaching staff should discuss the application with the student and have the student complete the JCQ AAO Data Protection document.

Scan and email the **Teacher Normal Way of Working and Data Protection** directly to: accessarrangements@capel.ac.uk

Capel Manor College follows all exam regulations, guidance, as set out by the Joint Council for Qualifications (JCQ) and awarding bodies.

Arrangements should NOT be recorded on Pro-Monitor unless confirmed with exams, this is due to confusion it may cause with parents and staff.