



EXAMINATION ACCESS ARRANGEMENTS POLICY AND PROCEDURE

'Together we are stronger'

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1. Introduction

Rossington All Saints Academy is committed to achieving a working and learning environment which provides equality of opportunity and freedom from unlawful discrimination. This policy aims to ensure students are able to utilise appropriate access arrangements for their assessments and public examinations so that they are not unduly disadvantaged.

The policy and procedures relates to all formal qualifications and all elements within them including Controlled Assessments, Online tests and written examinations and is written in line with the JCQ Regulations document.

This policy should be read in conjunction with SPTA Equality and Diversity Policy and Rossington All Saints Academy Equal Opportunities Policy.

2 What are Exam Access Arrangements?

Access arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access arrangements allow candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example readers, scribes and Braille question papers. In this way the awarding bodies (examination boards) will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

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. A reasonable adjustment for a particular person may be unique to that individual, but all access arrangements that don't feature in the list of available access arrangements (Annexe 1) must be agreed by JCQ.

3 Identifying the need for Access Arrangements

Students who may qualify for access arrangements in their formal examinations are initially identified in Year 7. At this stage needs are screened and identified, rather than formally assessed. Appropriate adjustments are made within lessons according to need to enable students to access their learning and make progress. All teachers are responsible for students making effective progress in lessons and are supported by the SENCO as required.

Occasionally students may present a need for access arrangements at a later stage and these students are internally assessed at the discretion of the SENCO before any formal application for access arrangements is made.

4 Assessment of Access Arrangements

In the event of students requiring access arrangements for their assessments and examinations then the following needs to occur –

- Formal assessment of access arrangements in accordance with JCQ regulations is conducted by a fully qualified assessor from within SPTA.
- SPTA ensure that the appropriate colleague attends regular update training and qualifications are checked.

- A quality assurance process occurs (by SENCO) during the assessments to ensure that JCQ protocol is followed.
- Once assessed access arrangements last for 26 months.
- The most recent test is binding and determines any subsequent access arrangements
- Access arrangements, including word processing, become part of normal practice for those students within the academy.
- If a student continually chooses not to use the agreed access arrangements either because their needs change or they do not feel it aids their achievement then access arrangements can be removed at the discretion of the SENCO and Exams Officer.

Grounds for Appeal

Parents/Carers may make an appeal under the following circumstances:

- If you are dissatisfied with the access arrangements formal assessment.
- If you have any personal circumstances which may have changed since the formal access arrangements assessment has been completed.

Approval by Local Governing Body and Review Date

This policy will be reviewed annually in July and will be amended in line with current best practice, changes in legislation and academy policies.

This policy has been formally approved and adopted by the Local Governing Body at a formally convened meeting.

Annexe A – Potential Access Arrangements

1. Supervised rest breaks
2. Extra time of up to 25%
3. Extra time of up to 50%
4. Extra time of over 50%
5. Reader/Computer reader
6. Read aloud
7. Scribe/Voice Activated software
8. Word processor
9. Transcript
10. Prompter
11. Oral Language Modifier
12. Live speaker for pre-recorded examination components
13. Sign Language interpreter
14. Practical Assistant
15. Alternative accommodation away from the centre
16. Other arrangements for candidates with disabilities – amplifications equipment, Brailers, Coloured overlays, separate invigilation, magnifiers etc.