

Access Arrangements and Reasonable Adjustments policy 2017/18

This policy is reviewed annually to ensure compliance with the current regulations from the Joint Council for Qualifications (JCQ).

Friends' School Lisburn is committed to providing equal opportunities for all pupils. Access arrangements allow pupils with special educational needs, disabilities or temporary injuries to access assessments and show what they know and can do without changing the demands of the assessment. Friends' School Lisburn aims to meet the particular needs of each individual pupil without affecting the integrity of the assessment.

The aims of the Friends' School Access Arrangements and Reasonable Adjustments policy are as follows:

1. To clarify what access arrangements and reasonable adjustments are
2. To explain how the assessment process is administered
3. To establish how evidence of a medical need will be recorded
4. To establish how evidence of a learning difficulty will be recorded
5. To clarify our position on accepting privately commissioned psychological reports
6. To explain how evidence of a pupil's normal way of working will be gathered
7. To set out how and when access arrangements will be processed
8. To clarify centre-delegated access arrangements
9. To explain the appropriate use of word processors

1. What are access arrangements and reasonable adjustments?

"Access Arrangements are pre-examination adjustments for candidates 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^{CIC} awarding body approval.....In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

Reasonable Adjustments

The Equality Act 2010, Disability Discrimination Act (DDA) and SENDO require 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 and may not be included in the list of available Access Arrangements. How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment. There is no duty on the Awarding Bodies to make any adjustment to the assessment objectives being tested in an assessment."

[JCQ website [an overview](#)]

2. How the assessment process is administered

Friends' School Lisburn will make every attempt to identify students needing exam access as early as possible.

- AQE is not regulated by JCQ and therefore pupils who had exam access arrangements for AQE will not automatically receive them as pupils of Friends' School Lisburn.
- At the start of each academic year, the SENCo will collect data from new pupils about previously held exam access arrangements as evidence of history of need.

- Teachers and the SENCo identify pupils needing exam access through diagnostic assessment, class observations and from information contained in Statements, professional reports and other documentation. Teachers refer pupils to the SENCo for exam access assessment by October half term.
- On the request of the SENCo, teachers complete a teacher questionnaire detailing how a candidate's difficulties impact on teaching and learning. The deadline for completion is the end of November.
- Parents can contact the school SENCo to ask for advice about testing if they have concerns about the progress and learning of their child. The SENCo will investigate their concerns and contact all class teachers to gain information. Following this, a decision will be made as to whether it is appropriate to test a pupil.
- Once pupils needing exam assessments have been identified, the SENCo schedules an exam access assessment. The SENCo will contact parents/guardians. In line with JCQ regulations, the SENCo has successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment.
- Pupils, teachers and parents will be informed verbally of the outcome of their exam access assessment. A record of a candidate's access arrangements is recorded on the SEN register. The information about results of assessment for exam access arrangements are kept confidentially in line with school policy.
- Pupils with exam access arrangements will have these arrangements in class tests, mock exams and controlled assessments.
- Pupils may need to be tested at each Key Stage for exam access arrangements.

3. Recording evidence of a medical need

For candidates with a **medical diagnosis** e.g. ASD, who only require extra time, the SENCo, in line with JCQ guidance *reg 5.2.3 (page 26)*, writes a file note confirming the candidate's difficulties. The file note:

- *confirms that the candidate has **persistent and significant difficulties when accessing and processing information** and is disabled within the meaning of the disability legislation;*
- *includes evidence of the candidate's current difficulties and how they **substantially** impact on teaching and learning in the classroom;*
- *shows the involvement of teaching staff in determining the need for 25% extra time;*
- *confirms that without the application of 25% extra time the candidate would be at a **substantial disadvantage** when compared with other, non-disabled candidates undertaking the assessment*
- *confirms that 25% extra time is the candidate's normal way of working within the centre as a direct consequence of their disability.*

The SENCo file note is supported with appropriate documentation such as

- *a letter from CAMHS, a HCPC registered psychologist, a hospital consultant, a psychiatrist; or*
- *a letter from the Local Authority Specialist Service, Local Authority Sensory Impairment Service or Occupational Health Service; or*
- *a letter from a Speech and Language Therapist (SaLT); or*
- *a Statement of Special Educational Needs relating to the candidate's secondary education, or an Education, Health and Care Plan, which confirms the candidate's disability and includes*

evidence of the candidate's current difficulties and how they impact on teaching and learning in the classroom.

4. Recording evidence of a learning difficulty

For candidates requiring exam access, JCQ forms are completed by the SENCo to record assessment and application information. A picture of need and normal way of working must be firmly established first.

Any assessment of learning difficulties must be carried out **no earlier than the start of year 10**. In order to award 25% extra time, the assessor's report must confirm that the candidate has at least one below average standardised score of 84 or less which relates to an assessment of:

- Speed of reading; or
- Speed of reading comprehension; or
- Speed of writing; or
- Cognitive processing measures which have a **substantial and long term adverse effect** on the speed of working

Supervised rest breaks must always be considered before making an application for extra time.

5. Accepting privately commissioned psychological reports

In accordance with JCQ regulations 2017/18 **the school cannot accept privately commissioned psychological reports for the purpose of processing access arrangements**, unless this has been agreed in advance with the school.

"A privately commissioned assessment carried out without prior consultation with the centre cannot be used to award access arrangements and cannot be used to process an application using Access arrangements online." And "the SENCo must complete at least a 'skeleton' Section A of Form 8 prior to the candidate being assessed". JCQ reg 7.3.2 (page 83)

6. Gathering evidence of *normal way of working*

Friends' School Lisburn will gather evidence of normal way of working as defined by JCQ in the following ways:

- Baseline aptitude tests (Midyis, Yellis)
- GCSE English Results
- Candidate's self-reported difficulties
- Information from feeder schools
- Comments on teacher questionnaires about candidate's difficulties.
- SIMs tracking information.
- Information contained in Statements, IEPs or other documents

The arrangement(s) put in place reflect the support given to the candidate in the centre

- in the classroom;
- in learning support sessions;
- mock and internal examinations.

The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment.

7. Processing applications for access arrangements

In line with JCQ regulations the SENCo makes an application via *Access Arrangements Online* by the published deadline of the **21st February 2018**. The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment.

The SENCo keeps a record of the printed online application, letters from awarding bodies, form 8's, a copy a data protection form, assessments and any additional forms or documents for inspection.

The files for inspection are located in the **SENCo's Office**

8. Centre-delegated access arrangements

Friends' School Lisburn follows JCQ guidance when providing centre delegated access arrangements.

The SENCo allocates candidates a prompter or rest breaks if;

- the need is a result of substantial and long term impairment and it is their normal way of working
- there is medical evidence to substantiate this arrangement and it is their normal way of working.

9. Use of a word processor

An exam candidate may be approved the use of a word processor where this is appropriate to the candidate's needs and not simply because this is the candidate's preferred way of working within the centre.

Friends' School Lisburn allows candidates to use a word processor:

- If a candidate has approval for the use of a scribe but prefers to use a word processor and this is their normal way of working.
- If a candidate has a permanent or temporary physical impairment that makes handwriting difficult and there is medical evidence to substantiate this.
- If a candidate's handwriting is so illegible that it cannot be read by third party. An example of their work is kept on file.
- A word processor is their normal way of working