



Access Arrangements for Examinations Disability Policy (Abridged Policy)

Varndean College

Access Arrangements For Examinations Disability Policy

The purpose of this policy is to confirm that Varndean College complies with the Equality Act 2010 and fulfils “its obligations in respect of identifying the need for, requesting and implementing access arrangements.” (Joint Council for Qualifications: JCQ). The policy is reviewed annually to ensure that arrangements are carried out in accordance with current JCQ regulations.

All JCQ documents and guidelines can be found at www.jcq.org.uk.

1. ACCESS ARRANGEMENTS

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Some access arrangements are centre approved; others require awarding body approval.

Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access assessment without changing the demands of the assessment.

Approved Access Arrangements should be available to the candidate for all external and internal assessments.

Sixth Form Colleges must re-apply to the JCQ for Access Arrangements.

2. ROLES and RESONSIBILITIES

The **Head of Centre** (or their nominated deputy) has overall responsibility for examination policy within the College.

The **Additional Support Operations Manager** (SENCO) will lead on the access arrangements process.

The **Access Arrangements Assessors** will conduct assessments for access arrangements, approve access arrangements and act in accordance with the current JCQ guidelines to ensure that appropriate access arrangements are in place.

Teaching staff/ Heads of School will liaise with the **Additional Support Operations Manager** (SENCO) and **Access Arrangements Assessors** to ensure that appropriate support is provided and provide current evidence of the candidate’s normal way of working.

The **Examinations Officer** will liaise with the **Additional Support Operations Manager** (SENCO)/ **Access Arrangement Assessors** to ensure that access arrangements are in place for public examinations, and ensure that invigilators are properly trained in the administration of access arrangements.

3. IDENTIFYING THE NEED FOR ACCESS ARRANGEMENTS

Candidates should declare at the application stage whether they require access arrangements.

Current candidates can refer themselves to Additional Support, or they can be referred by Subject Teachers/ Core Studies Tutors/ Heads of School or members of Support Staff e.g. Learning Support Assistants.

Varndean College

Access Arrangements For Examinations Disability Policy

The candidate will be interviewed by a member of the Additional Support team to establish their support needs.

4. EVIDENCE FOR ACCESS ARRANGEMENTS

In line with JCQ guidelines, Access Arrangement Assessors must be satisfied that the candidate has an impairment which has a substantial and long term adverse effect, giving rise to persistent and significant difficulties (The candidate is disabled within the meaning of the **Equality Act.**)

For arrangements requiring approval from awarding bodies:

The evidence required to approve access arrangements will vary depending on the circumstances of the candidate and the access arrangement required. Please refer to the JCQ guidelines at JCQ.org.uk for details of the evidence required for individual arrangements/ circumstances.

Current evidence confirming the needs of the candidate and their normal way of working within the centre will be required.

Up-to-date, standardised, age appropriate tests will be used by qualified Access Arrangements Assessors to determine eligibility and need.

Access Arrangement Assessors will complete Form 8 detailing the needs of a candidate, their normal way of working in the centre and the results of appropriate tests.

Medical evidence must be provided by the relevant professional (see JCQ guidelines)

For centre-approved arrangements:

In line with JCQ guidelines, Access Arrangement Assessors must be satisfied that:

- the candidate's difficulties are established within the centre and thus known to a Core Studies Tutor, a Head of School, the Additional Support Operations Manager (SENCO) and/or a senior member of staff with pastoral responsibilities.
- there is a genuine need for the arrangement.

Up to date medical evidence may be required.

For use of a Word Processor, Separate (smaller) Room and Rest Breaks please refer to the relevant documents at https://varndean.ac.uk/add_supp

Please note:

Educational Psychologist's reports are **NOT** permissible evidence for applications for access arrangements.

Assessments conducted by Access Arrangement Assessors working at Varndean College are used for evidence for Access Arrangements **only** and are **not used to give a diagnosis of a learning difficulty.**

5. CANDIDATES WITH ACCESS ARRANGEMENTS IN A PREVIOUS ESTABLISHMENT

If a candidate has received access arrangements in their previous school/ college, it may be possible to “roll-over” their arrangements, for which we require **original** documentation from the previous establishment, which will be requested by the college after enrolment.

Eligible candidates are required to show evidence of **current persistent and significant difficulties**. Subject teachers are required to provide **current** evidence of need and of the candidate’s normal way of working.

6. CANDIDATES WITH AN EHC PLAN

Applications for access arrangements for candidates with an EHCP will be made on the basis of recommendations in the plan.

7. EXTERNAL CANDIDATES

Please see guidance from Exams Office.

8. EMERGENCY/TEMPORARY ACCESS ARRANGEMENTS

In case of temporary injury or illness, access arrangements can be applied for up until the exam date.

These are temporary access arrangements for the current exam period only.

The candidate will be required to provide appropriate medical evidence.

9. DATA PROTECTION

All candidates seeking access arrangements are required to sign a data protection notice, issued by the JCQ and outlining the college’s adherence to current data protection and confidentiality regulations.

10. NOTIFICATION

Approved Access Arrangements for examinations will be confirmed by email through the STS system.

If arrangements are not granted, an email will be sent explaining the reasons.

11. APPEALS

Access arrangements assessors will not approve access arrangements where there is insufficient evidence.

Varndean College

Access Arrangements For Examinations Disability Policy

If a candidate or parent/ guardian disagrees with the outcome of an access arrangements assessment they should submit an appeal in writing to the Operations Manager of the Additional Support Department.

This appeal will be submitted to the Vice Principal alongside evidence from the Access Arrangements Assessor who processed the candidate's application.

The Vice Principal will review the appeal and be responsible for making a final decision.

If an appeal is upheld this may necessitate further assessment by an Access Arrangements Assessor, in line with the procedures outlined in this policy.

12. DEADLINE DATES

21st October	JCQ Applications for Access Arrangements for January exams
30th January	Provision of evidence (e.g. medical)
21st February	JCQ Applications for Access Arrangements for Summer exams

Further information

For further information regarding the JCQ regulations, please visit www.JCQ.org.uk

For further information regarding centre approved arrangements or the assessment procedure, please visit https://varndean.ac.uk/add_supp

Further information for college staff: please refer to The Access Arrangement Handbook available on the staff intranet.

Other Relevant Policies/Documents

- Examinations Policy