**Access Arrangements Policy**

**2022 - 2023**

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## Access Arrangements Policy

**Purpose of The Policy**

The purpose of this policy is to confirm that Denton Community College has a written record which clearly shows the centre is leading on the access arrangement process and it complies with its *obligation to identify the need for, request and implement access arrangements.*
The policy is annually reviewed to ensure that arrangements are carried out in accordance with the current edition of the JCQ publication *Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments'.*

**Key Staff Involved In The Access Arrangements Policy**

| ROLE |
| --- |
| SENCO |
| Head of Centre |
| Assessor |
| Examinations Manager |

**What Are Access Arrangements and Reasonable Adjustments?**

**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 particular 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 a number of 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'."

**General Principles**

The principles the centre will consider are detailed in *Access Arrangements and Reasonable Adjustments*.

These 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 him/her 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.

The SENCO, must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage the candidate.

Arrangements must always be approved before an examination or assessment.
The arrangement(s) put in place must reflect the support given to the candidate in the centre.  It should represent their normal way of working.

## Roles and Responsibilities

The SENCO & Assessor will:

- Ensure that applications are processed on time, no later than the published deadline.
- Ensure that the full supporting evidence is in place before an on-line application is processed.
- Review the evidence before an on-line application is processed, ensuring that the candidate does meet the published criteria for the respective arrangement.
- Hold all supporting evidence and ensure such evidence is available to a JCQ Centre Inspector upon request.
- Ensure that the agreed access arrangement has been put in place before the candidate's first examination, e.g. internal school tests and PPE examinations.
- If appropriate record the results of any tests completed indicating that the impairment has a substantial and long-term adverse effect on the candidate's performance.
- Work only within their area of expertise and in an ethical fashion.
- Use age appropriate, nationally standardised and up-to-date tests appropriate to the individual.
- Report the results of their assessment within Section C of Form 8, if applicable.
- Provide the centre with evidence of their qualifications.

The Exams Manager will:

- Work with the SENCO/Assessor to keep the Access Arrangements Register up to date.
- Ensure that the access arrangements are in place during exams so that students are not at a disadvantage.

## The Assessment Process

Assessments are carried out by an assessor(s) appointed by the Head of Centre. The assessor(s) is (are) appropriately qualified as required by JCQ regulations in Access Arrangements.

### Checking the Qualification(s) Of The Assessor(s)

The assessor's qualifications are monitored by the HR Department, SENCO and Head of Centre to ensure that all qualifications are in date and appropriate for the centre's needs. This process is completed at the start of each academic year, to ensure the qualifications are correct for that academic year. It is their responsibility to approach the Head of Centre to request training.

### How the Assessment Process Is Administered

All access arrangements are made using the following process:

- Students that may receive access arrangements can be identified by:

o   Highlighted as part of the ongoing assessment of students by the Learning Support Department.
o   Students on the SEN register.
o   Students with a known medical condition.
o   Students identified by teachers, Learning Support Assistants, or parents/carers as being a cause for concern.

- Evidence of need is gathered, including evidence of normal way of working.
- Data Protection Form signed.
- Form 8 completed, if required.
- Access Arrangements Online application submitted.
- Access Arrangements Register updated.
- Student informed of arrangement.
- Teachers informed of access arrangements awarded.

### Recording Evidence of Need

Where a candidate has started the process of being assessed for an Access Arrangement the assessor will start to build a candidate file which will contain all documentation, evidence and regulation paperwork. This information is only made available to the Assessor, SENCO, Head of Centre and Exams Manager and when required JCQ Inspector to ensure that all matters of data protection are met.

### Gathering Evidence To Paint a Holistic Picture Of Need, Confirming Normal Way Of Working

Access Arrangements such as word processors, extra time are only awarded to candidates who can demonstrate that this is their normal way of working. Denton Community College obtains evidence from a range of areas to support a candidate's application to ensure that all regulations are met.

## Processing Access Arrangements/Reasonable Adjustment

Once all required assessments have been completed and the assessor is happy to confirm the need for an Access Arrangement/reasonable adjustment, they will complete an application online using the evidence gathered and are asked to confirm all questions online before the application is submitted. If the application is approved a hard copy is printed and placed in the candidate's access arrangement file ready for inspection.

A digital copy is also kept on file for reference for the Exams Manager to ensure that all arrangements are in place in advance of any exams or assessments.  A digital copy of the application is not saved, as it can be assessed through AAO.  We have a digital copy of an Access Arrangements Register.  All other paperwork is saved in the individual student folder.

## Centre-Specific Criteria for Particular Access Arrangements

### Word Processor Policy

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. A fully centre designed policy has been created for the use of word processors in examinations, this policy is reviewed annually to ensure that Denton Community College is meeting set regulations.

### Separate/Small Room Invigilation Within the Centre

A decision where an exam candidate may be approved for separate/small room invigilation within the centre will be made by the SENDCo and Exams Manager.

The decision may be based on the following:

- Medical evidence from a medical professional (i.e. CAMHS) need to be submitted to the school. This cannot be a general doctor's note.
- Emergency situations that arise close to or during the exams.

- Compelling evidence from College personnel regarding the need of an exam candidate based on normal working practice.

A bilingual translation dictionary is not permitted in GCSE Bengali, GCSE Modern Hebrew and GCSE Panjabi examinations. This also extends to the preparation time for the Speaking Test.