

Examination Access Arrangements Protocol- guidance for parents

The purpose of Access Arrangements is to remove barriers so candidates can access examinations, without undermining the integrity of the exams and giving an unfair advantage, but allowing candidates to demonstrate what they know and can do. Access Arrangements are for pupils on the SEND register. In line with JCQ recommendations we do not accept private reports. Mrs Cannon completes testing for Access Arrangements for SEN pupils in Year 9.

To qualify ALL the following 5 conditions must apply

- **The candidate continues to have persistent/significant difficulties and IS disabled within the meaning of the equality Act 2010**
- **Evidence of current difficulties and how they substantially impact on teaching /learning in the classroom**
- **Show the involvement of teaching staff in determining the need**
- **Confirm that without the arrangement the candidate would be at a substantial disadvantage compared to non-disabled candidates**
- **The arrangement continues to be the candidates normal way of working in the classroom as a direct consequence of their disability**

Reader

Candidates must have a below average score (SS84 or lower) in reading accuracy or reading speed or reading comprehension.

Scribe or speech recognition software

Candidates must have illegible handwriting, below average spelling with bizarre and unrecognisable spelling, incomprehensible grammar, below average writing speed, **and not be proficient in word processing**. In the first instance students should use a laptop rather than a scribe. We do not currently have speech software that is accurate enough to be useful in an exam setting.

25% Extra time

Based on our testing a below average score of speed of: reading, or reading comprehension, or free writing or cognitive processing.

Bilingual translation dictionary with 10% extra time ALL the following need to apply – dictionary kept in centre
Be in the UK less than 36 months – before they take their first exam, have had no prior knowledge of English, not been taught in English, English is not spoken at home, the dictionary is used extensively and slows the candidate down, it is the normal way of working in the classroom, not allowed in English literature Geography History RE

Modified papers -Enlarged font, tactile diagrams, braille papers, coloured paper, modified language papers

Prompter- for those with ADHD for example, concentration problems- the invigilator would tap desk/arm, cannot give any advice

Read aloud- would need a separate room, for students who have been tested and show a much improved score

Word processor- spelling and grammar check disabled

Supervised rest breaks- usually for medical reasons, and those with social and emotional difficulties with supporting evidence from an outside agency regarding area of need and correspondence from the agency detailing recommendations including reasons for this.

Alternative site to conduct exam – if student was off school ill long term for example, usually arranged in conjunction with Hospital Education

Separate invigilation in the centre-must have long term impairment and be usual way of working. There would need to be current involvement of an outside agency regarding area of need and correspondence from the agency detailing recommendations including reasons for this.

Also available: amplification equipment, brailers, closed circuit TV, colour naming (if colour blind), coloured overlays, low vision aid-magnifier, optical character reader, Oral Language Modifier, 50% extra time, practical assistant, exam reading pen, live speaker and sign language interpreter.

Exam Entries protocol for long term absences

As a school we work hard to support all of our pupils and recognise that there are times when for various reasons they may be absent from school. In cases of poor attendance where a pupil has not been able to fulfil the core learning of the course we reserve the right to withdraw entry for examinations.

In cases where a GP or other medical professional has written to us regarding health problems we will take this into account. In order for us to pay entry costs for a pupil to undertake any examination they must demonstrate exam readiness. **This should include completion of mocks under exam conditions, evidence they have kept up to date with classwork, the assessment of exam practice/revision work.** Parents will be liable for the costs of examinations not completed.