

## **EXAM ACCESS ARRANGEMENTS (EAA) PROCEDURES**

Exam access arrangements are regulated by the Joint Council for Qualifications (JCQ). These regulations are updated every September. Below you will find details of the current regulations and application procedures.

Mrs Ingrouille manages this at The Ladies' College, in conjunction with the exams officer, Mrs Duguid. JCQ inspects the school's paperwork every year to ensure that procedures and regulations are being adhered to.

### **Exam access arrangements are granted on account of:**

- cognition and learning needs
- communication and interaction needs
- a medical condition
- sensory and physical needs
- social, mental and emotional needs

### **Types of exam access arrangements include:**

- 25% extra time
- exam papers photocopied onto coloured paper
- supervised rest breaks
- use of a word processor
- separate invigilation (sitting exams in a separate room)

**PLEASE NOTE: The school has to provide JCQ with evidence to support the implementation of any access arrangement which must reflect the student's normal way of working in school. If it is not their normal way of working, we will be unable to put it in place.**

## Who qualifies for exam access arrangements?

JCQ guidelines state that 'The Centre must be satisfied that the candidate has an impairment which has **substantial** and **long-term** adverse effect, giving rise to **persistent and significant** difficulties.'

It also states that, as a school, we must be aware of any conditions or learning needs that might warrant application for access arrangements well in advance of any application being made. These should be made known to any of the following; the student's Form Tutor, Year Co-ordinator, the Head of Learning Support and/or any of the Senior Leadership Team.

Qualification for extra time is determined primarily on speeds, e.g. of reading, writing, speed of processing that fall below the average expected level.

Separate invigilation reflects the candidate's normal way of working in internal school tests and mock examinations as a consequence of a long-term medical condition or long term social, mental or emotional needs.

## How do you qualify for exam access arrangements?

Qualification for arrangements such as extra time is based on the student achieving assessment results that fall below a specified level or on the production of relevant medical evidence. Up to the end of Upper Four (Year 9) any access arrangements for internal exams are applied based on information from the student's previous school and any assessments that take place up to that point.

For access arrangements to be applied in external exams, in Lower and Upper 5 (Years 10 and 11) and in the Sixth Form, an up-to-date assessment needs to be provided to the school. This needs to have been carried out no earlier than Year 9. The Dyslexia Day Centre is able to assess for exam access arrangements, regardless of whether a student is dyslexic or not. An assessor comes into College once a term. Assessments can be organised through Mrs Ingrouille

If an assessment is being organised privately, the school needs to be notified at least 5-6 weeks prior to it being carried out as there is paperwork that has to be given to the assessor beforehand, as stipulated in the JCQ guidelines.

**Please note: guidelines set in 2022 state that assessments have to be carried out by an assessor that is known to The Ladies' College. Assessments by unknown assessors will not be accepted.**

Applications take several weeks to process and have to be in place prior to mock examinations in order to reflect the candidate's normal way of working. **As such we will only be able to process requirements if we have been informed, at the latest, prior to 1<sup>st</sup> December in the academic year in which the examinations are to be sat.** We would normally expect to be aware of any issues that may need access arrangements much earlier so that teachers can adjust their lessons to take this into account.

## **Procedures for candidates with specific learning difficulties e.g. dyslexia, dyspraxia**

A student with a specific learning difficulty is not automatically entitled to extra time. As mentioned above, the criteria for approval of extra time is based primarily on speeds. An up-to-date assessment needs to be carried out to ascertain eligibility.

Students who use coloured overlays or glasses are permitted to take them into exams without any authorisation from school or JCQ.

## **Procedures for candidates with a medical condition**

### *Long-term medical conditions*

Evidence from the student's health professional (consultant/specialist, not GP) must be provided which specifies the access arrangements that are to be considered to support the student's needs.

### *Short-term medical conditions*

If a student is unwell during the exam period, notification can be sent to the relevant exam board as part of a process called 'special considerations'. The board may then decide to adjust the student's marks slightly to reflect this. Evidence is required from any health professional involved in the student's care.

## **Moving from GCSE to A-level**

If a student has had an access arrangement for GCSE exams that is still required for A-level, this can continue without the need for a new assessment.

If the need arises for a new access arrangement to be put in place for A-level then the same procedures applies as for GCSE.

Please be aware that these arrangements also apply to examinations that may be sat at Elizabeth College and this guidance has been agreed jointly with them. Mrs Ingrouille will liaise with the SENCO at Elizabeth College to ensure all paperwork is completed by the deadline.

*For more detailed information please go to [jcq.org.uk](http://jcq.org.uk) and navigate to the '[access arrangements](#)' section.*

*For any further queries regarding exam access arrangements please speak to Mrs Ingrouille Head of learning Support ([ningrouille@ladiescollege.ac.gg](mailto:ningrouille@ladiescollege.ac.gg))*

### *References:*

***Access Arrangements and Reasonable Adjustments; Joint Council for Qualifications.***