



ACCESS ARRANGEMENTS POLICY	
Reviewed by:	Matthew Higgins – Deputy Head Academic
Review Date:	September 2022
Next Review due:	August 2023

Access Arrangements Policy

GENERAL POLICY (AA Definitions)

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 several 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'.

PURPOSE OF THE POLICY

The purpose of this policy is to confirm that Ballard School has a written record which clearly shows the centre is leading on the access arrangements process and:

- is complying with its obligation to identify the need for, request and implement access arrangements; (GR 5.4)
- has a written process in place to not only check the qualification(s) of its assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments. (GR 5.4)

1. General principles

The principles for Ballard School to consider 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. (AA 4.2.1)
- The person who leads on additional learning support/special educational needs, must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage the candidate. (AA 4.2.1)
- Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question. (AA 4.2.2)
- Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. The need for access arrangements/reasonable adjustments must be considered on a subject-by-subject basis. (AA 4.2.3)
- Access arrangements/reasonable adjustments should be processed at the start of the course. (AA 4.2.4)
- Arrangements must always be approved before an examination or assessment. (AA 4.2.4)
- The arrangement(s) put in place must reflect the support given to the candidate in the centre. (AA 4.2.5)
- The candidate must have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustments before their first examination. (AA 4.2.7)

The main elements of the process detailing staff roles and responsibilities in identifying the need for, requesting and implementing access arrangements/reasonable adjustments and the conduct of examinations are covered in the Equalities Policy.

2. The assessment process

At Ballard School, assessments are carried out by:

- an appropriately qualified assessor(s) appointed by the head of centre in accordance with the JCQ requirements. (AA 7.3)

Details and qualification(s) of the current assessor(s)

Mrs Jan Brook

(SpLD Qualification held, date of award and awarding institution: ATS 8359860, Hornsby Diploma of Teachers of Learners with Specific Learning Difficulties A396 1924/19/01/44, CCET, AMBDA, PATOSS member (IF6012), Dyslexia Guild member, SASC associate member, APC. Current Assessor Practising Certificate number and issuing body: 500003277-IF6012 issued by Patoss)

Appointment of assessors of candidates with learning difficulties

At the point an assessor is engaged/employed at Ballard School:

- Evidence of the assessor's qualification is obtained and checked against the current requirements; (AA 7.3.4)
- This process is carried out prior to the assessor undertaking any assessment of a candidate; (AA 7.3.4)
- A photocopy of the assessor's certificate(s) (or a printout of screenshot of HCPC or SASC registration, or screenshot of other relevant qualification listing) is kept on file. (AA 7.3.1, 7.4.1)

Reporting the appointment of the assessor(s)

- Evidence that the assessor(s) is/are suitably qualified is held on file for inspection purposes. (AA 7.4.1)

When requested, the evidence will be presented to the JCQ Centre Inspector by Mrs Jan Brook - ALS lead/SENCo.

- In the case of appropriately qualified psychologists (registered with the Health & Care Professions Council), or specialist assessors holding a current SpLD Assessment Practising Certificate, who are directly employed within the centre, there is no need to record the names of these individuals within **Access arrangements online**. (AA 7.4.2)
- The names of all other assessors, who are assessing candidates studying qualifications as covered by AA must be entered into **Access arrangements online** to confirm their status. (AA 7.4.3)

Process for the assessment of a candidate's learning difficulties by an assessor

Ballard School confirms:

- Guidelines for the assessment of the candidate's learning difficulties by an assessor will be followed and Form 8 (JCQ/AA/LD - Profile of Learning Difficulties will be completed; (AA 7.5, 7.6)
- Arrangements must be made for the candidate to be assessed by the centre's appointed assessor; (AA 7.5.1)
- Assessors **must** personally conduct the assessments. They **must not** sign off assessments carried out by another professional; (AA 7.5.5)
- The assessor must carry out tests which are relevant to support the application; (AA 7.5.6)
- 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**; (AA 7.3.6)
- Relevant staff working within the centre should always carefully consider any privately commissioned assessment to see whether the process of gathering a picture of need, demonstrating normal way of working within the centre and ultimately assessing the candidate themselves should be instigated. (AA 7.3.6)

Picture of need/normal way of working

Ballard School confirms:

- Before the candidate's assessment, the person appointed in the centre must provide the assessor with background information, i.e., a picture of need has been painted as required in Part 1 of Form 8. The centre and the assessor must work together to ensure a joined-up and consistent process; (AA 7.5.2)
- An independent assessor must contact the centre and ask for evidence of the candidate's normal way of working and relevant background information. This must take place before the candidate is assessed. Additionally, the independent assessor must be approved by the head of centre to assess the candidate;
- All candidates must be assessed in the light of the picture of need and the background information as detailed within Part 1 of Form 8;
- An independent assessor must discuss access arrangements/reasonable adjustments with the person appointed in the centre. The responsibility to determine and request appropriate and practicable access arrangements/reasonable adjustments specifically lies with the centre. (AA 7.5.3)

3. Processing access arrangements and adjustments

Arrangements/adjustments requiring awarding body approval

Access arrangements online (AAO) is used to apply for approval of arrangements/adjustments for the qualifications listed within the JCQ publication.

Access Arrangements and Reasonable Adjustments.

AAO is accessed through the JCQ Centre Admin Portal (CAP) by logging in to one of the awarding body secure extranet sites. A single application for approval is required for each candidate regardless of the awarding body used.

Deadlines apply for each examination series for submitting applications for approval using AAO.

Centre delegated arrangements/adjustments

Decisions relating to the approval of centre delegated arrangements/adjustments are made by Mrs Jan Brook - ALS lead/SENCo. Appropriate evidence, where required by the arrangement, is held on file by Mrs Jan Brook - ALS lead/SENCo and Mrs Anna Cornwell - Exams Officer in a secured shared location.

The use of a word processor

The Word Processor Policy (Exams) details the criteria Ballard School specifically uses to award and allocate word processors for examinations and assessments.

Separate invigilation within the centre

The Separate Invigilation Policy details the criteria Ballard School uses to award separate invigilation within the centre.

Modified papers

Modified papers are ordered using AAO.

- Modified papers must be ordered in advance of a specific examination series, no later than the published deadline for the series concerned; (AA 6.1)
- Modified papers are individually prepared for candidates for whom other adjustments are unsuitable. The modification of papers involves additional resources. Therefore centres are required to provide the awarding bodies with early notification that a candidate will require a modified paper; (AA 6.1)
- Modified papers must not be ordered for candidates unless the centre intends to enter them for the relevant examination series; (AA 6.1)
- For the adjustment to be effective, the candidate must have had appropriate opportunities to practise using an awarding body's past modified papers before his/her first examination. (AA 6.1)

Roles and responsibilities

When an access arrangement/reasonable adjustment has been processed on-line and approved, the evidence of need (where required) must be made available to a JCQ Centre Inspector upon request. An awarding body may also request evidence of need when considered necessary. This can either be in hard copy paper format or electronically. (AA 4.2.13)

Where documentation is stored electronically an e-folder for each individual candidate must be created. The candidate's e-folder must hold each of the required documents for inspection. (AA 4.2.13)

It is the responsibility of:

- Mrs Anna Cornwell - Exams Officer to collect a candidate's consent (a completed candidate **Personal data consent form**) to record their personal data on-line through AAO;
- Mrs Jan Brook - ALS lead/SENCo to complete the **Data protection confirmation by the examinations officer or SENCo**, prior to the processing of the online application, which must be retained for 26 months from the date of the online application being approved;
- Mrs Jan Brook - ALS lead/SENCo to submit applications for approval using AAO;
- Mrs Jan Brook - ALS lead/SENCo to hold the file/e-folder for each individual candidate containing a copy of the candidate's approved application, appropriate evidence of need (where required) and a signed candidate personal data consent form; (AA 8.6)
- Mrs Jan Brook - ALS lead/SENCo to submit applications for approval directly to an awarding body for any qualification that does not fall within the scope of AAO;
- Mrs Anna Cornwell - Exams Officer to order modified papers (in liaison with Mrs Jan Brook).

CHANGES 2022/2023

(Amended bullet point) Under **Appointment of assessors of candidates with learning difficulties** - A photocopy of the assessor's certificate(s) (or a printout of screenshot of HCPC or SASC registration) is kept on file (AA 7.3.1) (to include additional detail) A photocopy of the assessor's certificate(s) (or a printout of screenshot of HCPC or SASC registration, or screenshot of other relevant qualification listing) is kept on file. (AA 7.3.1, 7.4.1)

(Changed heading) **Painting a 'holistic picture of need' confirming normal way of working** (To) **Picture of need/normal way of working**.

(Changed) Under **Centre delegated arrangements** - details the criteria the centre uses to award and allocate word processors in examinations/assessments.

(To) details the criteria the centre **specifically** uses to award and allocate word processors for examinations and assessments.

(Added bullet point) Under **Roles and responsibilities** (to add who will) complete the **Data protection confirmation by the examinations officer or SENCo**, prior to the processing of the online application, which must be retained for 26 months from the date of the online application being approved.

CENTRE-SPECIFIC CHANGES

Upon review in September 2022, no centre-specific updates or changes were applicable to this document.

Policy/Procedure creator: Mrs. Anna Cornwell

Policy/Procedure created/reviewed: 21/10/2022

Centre Name	Ballard School
Centre Number	58825
Date policy first created	September 2022
Current policy reviewed by	Mr Matthew Higgins - Deputy Head Academic
Current policy approved by	Mr Andrew McCleave - Headmaster
Date of next review	August 2023

Key staff involved in the policy

Role	Name
Exams officer	Mrs Anna Cornwell
ALS lead/SENCo	Mrs Jan Brook
Senior leader(s)	Mr Matthew Higgins - Deputy Head Academic
Head of centre	Mr Andrew McCleave - Headmaster

This policy is reviewed and updated annually to ensure that access arrangements process at Ballard School is managed in accordance with current requirements and regulations.

References in this policy to GR, ICE and AA refer to the JCQ publications **General Regulations for Approved Centres**, **Instructions for conducting examinations** and **Access Arrangements and Reasonable Adjustments**.

References to legislation are to the Equality Act 2010. Separate legislation is in place for Northern Ireland (see AA 1.8). The definitions and procedures in AA relating to access arrangements and reasonable adjustments will also apply in Northern Ireland.