



## ACCESS ARRANGEMENTS POLICY

<b>Audience</b>	Staff, Governors, Parents/Carers
<b>Date for Review</b>	October 2020
<b>Name of Person(s) responsible for monitoring</b>	SENDCo; Specialist Assessor; Exams Officers
<b>Agreed by Governors Quality Assurance Committee</b>	20 March 2019
<b>Ratified by Governors</b>	26 March 2019

**Access arrangements:** A small group of students will be unable to access their assessments, learning or exams without the provision of additional help:

“Access Arrangements... 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.”<sup>1</sup>

The **Joint Council for Qualifications (JCQ)** has strict guidelines, updated annually, on provision of access. These ensure that only students who meet strict criteria qualify and are provided with essential access arrangements, and so that in turn, the other students who do not qualify are not penalised.

### Malpractice

Wrongful provision of access is a serious malpractice, resulting in student disqualification from exams, and potentially also our provision of access generally and our accepted status as an exam centre. To ensure the integrity of our provision JCQ inspectors regularly inspect exams, including their running, access provided and thorough inspections of our decision making and the evidence filed to support its provision.

### Acceptable evidence – special educational needs and disabilities

As a school Hampstead follows JCQ requirements to provide the following evidence:

- Teacher and support staff reporting of the student’s **normal way of working** (access reflects this) including relevant assessments carried out by qualified assessor, either within school or externally<sup>2</sup>
- Specialist assessor and SENDCo profiling of student
- Head of Bilingual support evidence for Bilingual students
- EHCP or statement
- Medical evidence from Consultant or other hospital specialist –GP notes are not acceptable.

<sup>1</sup> <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/access-arrangements-and-reasonable-adjustments-booklet>

<sup>2</sup> JCQ requires the qualified assessor to have the relevant postgraduate or level 7 equivalent qualifications. Reports carried out by other professionals will not meet JCQ criteria.



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