



HAMPSTEAD SCHOOL

Learning together Achieving together

ACCESS ARRANGEMENTS POLICY

Audience	Staff, Governors, Parents/Carers
Date for Review	October 2017
Name of Person(s) responsible for monitoring	SENDCo; Specialist Assessor; Exams Officers
Agreed by Governors Quality Assurance Committee	28 February 2017
Ratified by Governors	21 March 2017

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/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment.”¹

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 externally²
- 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.

¹ <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

² 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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