

## Carlton le Willows Academy - Access Arrangements for Exams and Tests

We receive regular requests for information relating to Access Arrangements. This is a brief guide to these arrangements.

Access arrangements are 'reasonable adjustments' for students who have a disability, a temporary injury or a special educational need **that significantly affects them in exams.**

- Assessments, to establish Access Arrangement applications, are carried out by Specialist teachers using appropriate tests.
- They usually take place at the start of GCSEs or A levels.
- These appropriate tests are approved for assessment of a student's current performance in a range of areas.
- Information from these tests provides the assessor with a range of values for a student's abilities.
- These values are critical when consideration for application for access arrangements is made.
- Application for access arrangements is made to the Joint Council for Qualifications (JCQ) and subject to their clear criteria.

Please speak to the SENCo (Ms Marks) before arranging any assessment yourself, as the school is not obliged to automatically accept the findings of a privately commissioned report.

Please note:

**No-one is guaranteed an arrangement simply because they have a learning difficulty.**

**A previous award of Access Arrangements does not guarantee continuation.**

**An Access Arrangement award usually lasts for two years.**

Once a student's application for Access Arrangements has been successfully processed, the arrangements should reflect what help has to be given in the classroom and the normal way of working should reflect what is going to be available in class tests, controlled assessments and exams.

**Access Arrangements -**

- do not change the skills or knowledge being tested
- must not give an unfair advantage, but...
- do give a level playing field so that students can show their skills and knowledge

There is a 'menu' of arrangements on offer. Students may be allowed to have one or more of these. The precise arrangement depends on the **students' needs** AND their **normal way of working** in class AND the **type of exam** AND the **current regulations**.

This means different arrangements might be allowed in different exams but all arrangements should reflect normal way of working so last minute applications are rarely permitted.

The most commonly used arrangements are:

- Extra Time – for candidates who have a slow speed of processing – a standardised score as measured by approved test.
- Rest Breaks – a short break from the exam to help those with very poor concentration, extreme stress or who might need a break for medical reasons
- Reading Aloud - for those who work more effectively if they hear themselves read
- Word Processors – for candidates who very regularly use a word processor in class and exams – the word processor will have to be specially set up for the exams.
- Readers – for those who need extra help with reading- as measured by an approved test.
- Scribes – for those who have significant writing difficulties – perhaps they write very slowly, or their spelling or grammar is extremely weak, or handwriting is illegible
- Promoters – for those who lose concentration very easily.

If you have any questions about access arrangements then please contact Ms Marks in the Learning Support Department, or Mr Dean, our Exams Officer.