

Liverpool Lifesciences Access arrangements policy

2019/2020

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs Eileen Garrahan	
Date of next review	April 2020

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Key staff involved in the access arrangements process

Role	Name(s)
SENCo	Mrs Eileen Garrahan
SENCo line manager (Senior Leader)	Mr Ian Parry
Head of centre	Mr Ian Parry
Assessor(s)	Mrs Debbie Marsden
Access arrangement facilitator(s)	Ms Claire McGraw

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What are access arrangements and reasonable adjustments?

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’.*

[AA Definitions, page 3]

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 a number of 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’.

[AA Definitions, page 3]

Purpose of the policy

The purpose of this policy is to confirm that Liverpool Lifesciences 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...*”

[JCQ General Regulations for Approved Centres, 5.5]

This publication is further referred to in this policy as [GR](#)

This policy is maintained and held by the SENCo alongside the individual files of each access arrangements candidate. Each file contains detailed records of all the essential information that is required to be held according to the regulations.

The policy is annually reviewed to ensure that processes are carried out in accordance with the current edition of the JCQ publication Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments.

A large part of the access arrangements process is covered in the SEN Policy which covers staff roles and responsibilities in identifying the need for, requesting and implementing access arrangements and the conduct of exams. The SEN Policy can be found on the school website and stored in hard copy in the SEN Dept.

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“The head of centre/senior leadership team will...recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010⁷. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates; ⁷for any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect” **[CR 5.4]**

The access arrangements policy further covers the assessment process and related issues in more detail.

The assessment process

Assessments are carried out by an assessor(s) appointed by the head of centre. The assessor(s) is (are) appropriately qualified as required by JCQ regulations in [AA 7.3](#).

The qualification(s) of the current assessor(s)

Mrs Debbie Marsden CPT3 Certificate 465968 (2019)

Appointment of assessors of candidates with learning difficulties

At the point an assessor is engaged/employed in the centre, evidence of the assessor’s qualification is obtained and checked against the current requirements in [AA](#). This process is carried out prior to the assessor undertaking any assessment of a candidate.

Checking the qualification(s) of the assessor(s)

The SENCO / Exams Officer checks the qualification(s) of the assessor(s before students are assessed).]

“The head of centre ensures through the SENCO that evidence of the assessor’s qualification(s) is obtained at the point of engagement/employment and prior to the assessor undertaking any assessment of a candidate.

Evidence of the assessor’s qualification(s) must be held on file for inspection purposes and be presented to the JCQ Centre Inspector by the SENCo.” [AA 7.3](#)

All assessors used by the school have current recognised qualifications in this area

Reporting the appointment of the assessor(s)

The evidence of the assessor’s/s/assessors’ qualification(s) is held by the SENCo.

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

All students who the school believes may qualify for access arrangements are tested using recognised standardised testing that clearly signposts to the assessor where further testing may be required.

Where a student has learning difficulties that is not subject to a current *Education, Health and Care Plan* or *Statement of Special Educational Needs* the SENCo uses the students

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Passport for Learning together with the relevant teacher responses to paint a picture of need and to demonstrate the candidate's normal way of working. The SENCO will also complete Section A of Form 8 prior to the candidate being assessed and discuss the evidence with the assessor before the assessment is made.

Processing access arrangements

Arrangements requiring awarding body approval

"The SENCo /Exams Officer keeps detailed records, whether electronically or in hard copy paper format, of all the essential information on file. This includes a copy of the candidate's approved application, appropriate evidence of need (where required) and a signed data protection notice for inspection by the JCQ Centre Inspection Service."

Centre-delegated access arrangements

All centre access arrangements are included in the Access Arrangements overview available to all staff to ensure it continues to be the student's normal way of working in class as well as formal assessments. In addition to this a file is also kept evidencing the reasons for centre delegated access arrangements.

Centre-specific criteria for particular access arrangements

Word processor policy (exams)

Schools word processor policy can be found in the SEN Dept or as part of the policies held securely by the Exams officer. It is also included in this document

Separate invigilation within the centre

A decision where an exam candidate may be approved separate invigilation within the centre will be made by the SENCo.

The decision will be based on

- ▶ *whether the candidate has a substantial and long term impairment which has an adverse effect; and*
- ▶ *the candidate's normal way of working within the centre* [\[AA 5.16\]](#)

Separate invigilation can include smaller venue, rest breaks or prompts. In all these circumstances decisions by the SENCO are evidenced in a file itemising student need and confirming it's their normal way of working.

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Appendices

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1. **SEN Policy**
2. **Word Processor policy**