

Examination Access Arrangements Policy and Procedure

1. Scope and Purpose

Loughborough College is committed to the success and achievement of all learners, including those with additional learning support needs, learning difficulties and disabilities in accordance with and defined by the Equality Act 2010. This policy and procedure sets out how the college will comply with JCQ legislation to provide all learners with fair and equitable access to exams.

2. Key messages from JCQ:

The intention behind an access arrangement is to meet the particular needs of an individual disabled 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' (JCQ guidelines 2022-2023, p7). Full JCQ guidelines can be found at www.jcq.org.uk

The head of centre must ensure that a reasonable adjustment implemented by the centre on behalf of the learner is based on firm evidence of a barrier to assessment and is in line with this guidance. Failure to do so may result in advice or action for the centre through to the implementation of steps to manage centre malpractice. This could ultimately lead to the recall of certificates, removal of qualification approval or removal of centre approval (p.16).

The SENCo and/or specialist assessor must work with teaching staff, support staff and exams office personnel to ensure that approved access arrangements are in place for internal assessments/tests, mock exams and exams (p1).

3. Key responsibilities:

Head of Centre

Overall responsibility for examination policy

Heads of centre, members of senior leadership teams, SENCos and assessors must familiarise themselves with the entire contents of this document (p4).

The head of centre must ensure that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication Access Arrangements and Reasonable Adjustments (p1).

Learning Support

- To act in accordance with JCQ guidelines
- To gather evidence to clearly describe need and normal way of working
- To use standardised tests to assess eligibility and need
- To store paperwork needed by inspection in shared drive

- To provide readers and scribes as required by the exams team
- To keep hard copies of test papers in a secure environment
- To produce 'Form 8' reports or centre notes as appropriate

Exams

- To use 'Form 8' reports or centre notes to apply to exam boards for examination access arrangements in a timely fashion
- To implement examination access arrangements once approved
- To liaise with Learning Support regarding requests for readers, scribes etc.
- To inform curriculum staff and learners when access arrangements are approved
- To store paperwork needed by inspection in shared drive, including scanned signatures
- To inform learners of special arrangements for exams such as room numbers etc.

Curriculum staff

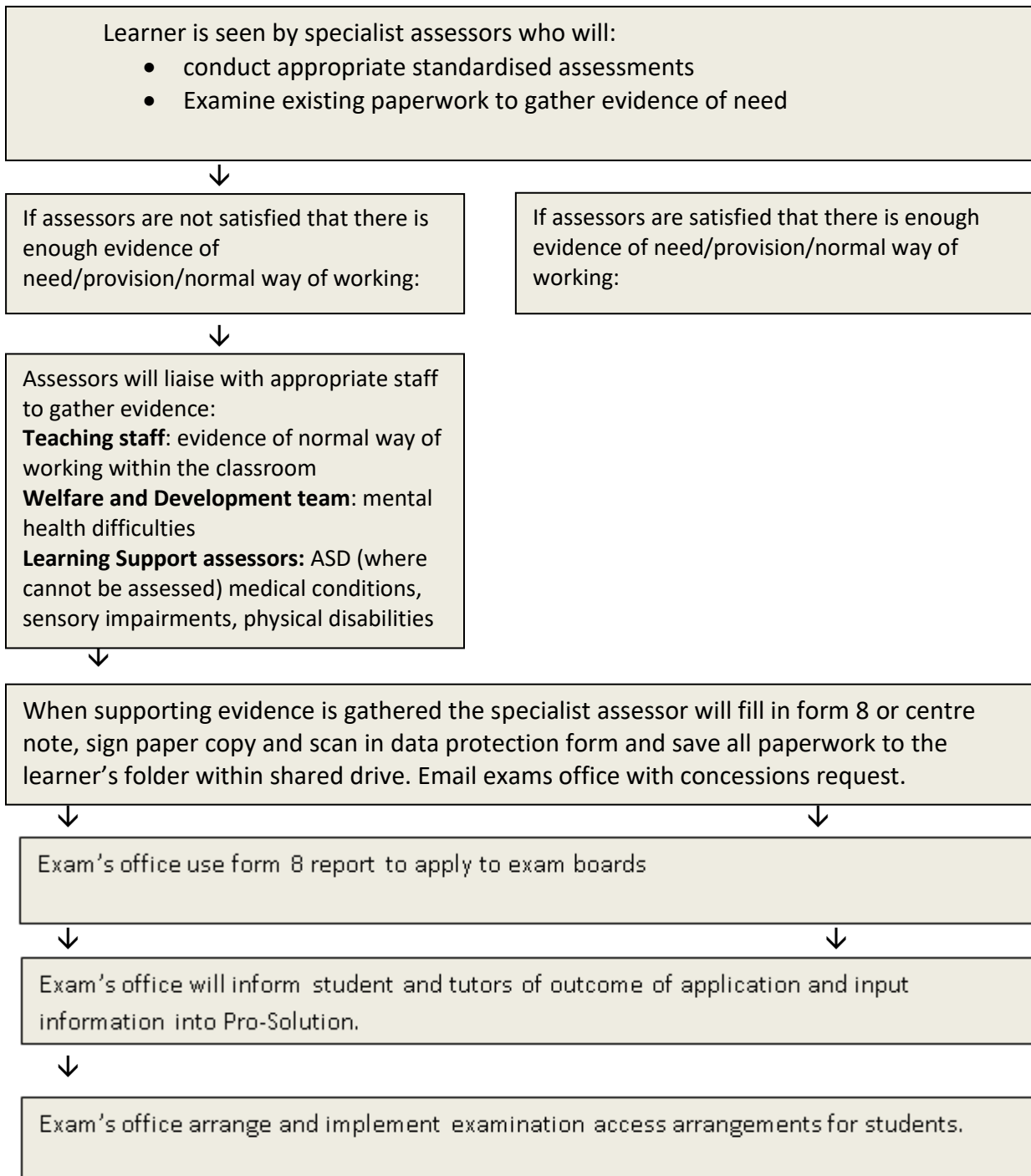
- Ensure that they are aware of learners in their class who have examination access arrangements in place
- Assist Learning Support and Exams in applying for access arrangements
- To ensure that examination access arrangements are implemented in 'mock' exams as well as live ones
- To liaise with exams/Learning Support if readers/scribes/extra time is required for 'mock' exams
- Respond in a timely manner to Learning Support requests for information regarding a learner
- Pro-actively refer learners to Learning Support for an assessment

4. Procedure

Learners are asked to declare at application and enrolment whether they need support to help them achieve in their studies; this includes prior support and any exam concessions they may have had at whilst at school.

Once the declaration appears on Pro Solution, the Learning Support Team are able to send email correspondence to the learner's student email address, asking them to make an appointment with the Learning Support Team to be assessed.

For those applying for a full-time study programme, the Learning Support Team will send an initial email; if they have not heard back from a learner a second email will be sent. If no response is received from the second email in the time stated, a letter will be sent explaining how to make an appointment once the learner starts at college, should they change their mind. In this instance teaching staff are reminded to ensure learners book in for an assessment with the Learning Support Team. For apprentices and off-site full-time learners, email communication will be sent after enrolment. For those that did not declare at application, they can self-declare at any time by contacting the Learning Support Team.



4.1 Timeline

- Learners will not be given exam arrangements in the first term unless satisfactory evidence (including medical evidence) can be provided by the learner including an Education, Health and Care Plan (EHCP) where exam arrangements are clearly recorded. Requests for supporting evidence for any new starters assessed during the first half term will be sent out six weeks after the start of term to allow tutors to determine normal way of working and evidence of need within the classroom. The exception to this is for students who have requested to take GCSE examinations in November.
- Learners that have previously had exam arrangements in school will need to be reassessed for their exam arrangements to be put in place. JCQ regulations state that the evidence for concessions (including core assessment and supporting evidence) must come from within the center or a center approved assessor.
- The deadline for all examination access arrangements approved by JCQ, is the 21st March 2023. The deadline for modified papers is the 31st January 2023. Applications made after this date may not be approved by the exam boards. To allow the gathering of evidence and the assessment process, Learning Support require referrals for examination access arrangements from curriculum as early as possible.
- For GCSE and A level assessments/examinations the deadline for concession assessments is 21st March 2023, to comply with the JCQ regulations. It is asked/advised that all learners requiring concessions for GCSE and A level are booked in with Learner Services by 16th December 2022.
- Exceptions to the timeline apply for apprentices/short courses or other courses that start at different times of the year, where their entry date for exams and timeline vary

4.2 Access Arrangements considerations

Separate invigilation within the centre

Due to Mental Health

- The Welfare and Development team will be required to provide a letter-headed statement or Centre note for the Examinations team confirming:
 - a. The learner is known by the wellbeing/pastoral staff
 - b. They can confirm that there is sufficient evidence of difficulty to warrant separate invigilation, smaller room and/or rest breaks
- In all cases, the learner will be offered a smaller room with others (no more than 10). Only in exceptional circumstances will they be offered a room to themselves. Substantial evidence of need will be required for this.

Due to ASD/ADHD/behavioral problems

- The appointed member of support staff will be required to provide a letter-headed statement or Centre note confirming:
 - a. The learner is known to the college support team
 - b. There is sufficient evidence that a separate room is required

Due to a medical condition/sensory impairment or physical disability/temporary disability (injuries and accidents):

- The assessor will be required to provide a letter-headed statement or Centre note confirming:
 - a. The learner is known to the college support team
 - b. There is sufficient evidence that a separate room and/or recommended concessions are required
 - c. There is evidence from a medical professional e.g. doctors' letter stating and confirming the medical condition /sensory impairment/physical disability.
 - d. Where extra time is recommended by a medical professional the concession given will be given on a case by case basis depending on the needs of the learner.

Rest breaks

- The appropriate assessor (mental health, ASD, physical difficulties etc.) will be required to liaise with the learner to provide the appropriate evidence
- The appropriate assessor will need to meet with the learner to discuss the length of a rest break and to determine the type of rest break activity that will be taking place
- The length of the rest break is to be communicated to the exams team when sent for processing

Use of a Word Processor (laptop) with spellcheck disabled

- Students must be assessed by Learning Support.
- Students might be entitled to this exam arrangement due to slow handwriting speed or illegible handwriting but also due to an underlying need such as a medical condition or mental health.
- Students cannot have this exam arrangement in place just because they prefer typing or they work faster on a word processor.
- Evidence must be provided by the teaching staff that this is normal way of working.

5. Equality Impact Assessment

This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

6. Location and Access to Policy and Procedure

Website, SharePoint

7. Person Responsible for Policy and Procedure

Assistant Principal, Learner Services, Inclusion and International

8. Linked Policies and Procedures

- Equality Act (2010)
- JCQ Guidance and regulations (2022-23)

9. Change Log

Date	Version	Details of change	Review / Revision by	
			Name	Title
13/01/2020	1.0	Footer amendments	James Kilby-Brooks	Senior Timetabling & Registers Officer, and Data Protection Advisor
7-10-21	2.0	Learner Services amendments	Des Gentleman	Learner Services Manager
11/10/2021	2.0	Minor amendments to header and footer. Edited reference to match records and title format changed.	Hayley Dobson	ISO Administrator
01/09/2022	2.0	Learner Services amends and updates	Des Gentleman	Learner Services Manager