

# **Access Arrangements Policy**

## **2024-25**

Manchester Academy

## Access Arrangements Policy 2024-25

Centre name	Manchester Academy
Centre number	32339
Date policy first created	01/11/2024
Current policy approved by	Shumaila Latif
Current policy reviewed by	Shumaila Latif
Date of next review	01/09/2025

### Key staff involved in the policy

Role	Name
Head of centre	James Eldon
Senior leader(s)	Shumaila Latif
Exams officer	Katie Evans
ALS lead/SENCo	Kate Dowden
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that access arrangements process at Manchester Academy is managed in accordance with current requirements and regulations.

References in this policy to GR, ICE and AA refer to the JCQ publications **General Regulations for Approved Centres**, **Instructions for conducting examinations** and **Access Arrangements and Reasonable Adjustments**.

References to legislation are to the Equality Act 2010. Separate legislation is in place for Northern Ireland (see AA 1.8). The definitions and procedures in AA relating to access arrangements and reasonable adjustments will also apply in Northern Ireland.

## Introduction

(AA Definitions)

### 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'.

### 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 several 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'.

## **Purpose of the policy**

The purpose of this policy is to confirm that Manchester Academy 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 (GR 5.4)
- has a written process in place to not only check the qualification(s) of its assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments (GR 5.4)

## **1. General principles**

The principles for Manchester Academy to consider include:

- The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage due to persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate (AA 4.2)
- Modified papers must be ordered in advance of a specific examination series, no later than the published deadline for the series concerned (AA 6.1)
- Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question (AA 4.2)
- Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. The need for access arrangements/reasonable adjustments must be considered on a subject-by-subject basis (AA 4.2)
- Access arrangements/reasonable adjustments should be processed at the start of the course (AA 4.2) • Arrangements must always be approved before an examination or assessment (AA 4.2)
- The arrangement(s) put in place must reflect the support given to the candidate in the centre (AA 4.2)

- The candidate must have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustments before their first examination (AA 4.2)

The main elements of the process detailing staff roles and responsibilities in identifying the need for, requesting and implementing access arrangements/reasonable adjustments and the conduct of examinations are covered in Equalities Policy 2023-24.

## 2. The assessment process

At Manchester Academy, assessments are carried out by:

- an appropriately qualified assessor(s) appointed by the head of centre in accordance with the JCQ requirements (AA 7.3)

### Details and qualification(s) of the current assessor(s)

- Janette Obeng

### Appointment of assessors of candidates with learning difficulties

At the point an assessor is engaged/employed at Manchester Academy:

- Evidence of the assessor's qualification is obtained and checked against the current requirements (AA 7.3)
- This process is carried out prior to the assessor undertaking any assessment of a candidate (AA 7.3)
- A photocopy of the assessor's certificate(s) (or a printout of screenshot of HCPC or SASC registration, or screenshot of other relevant qualification listing) is kept on file (AA 7.3, 7.4)

Additional information:

Not Applicable

### Reporting the appointment of the assessor(s)

- Evidence that the assessor(s) is/are suitably qualified is held on file for inspection purposes (AA 7.4)

When requested, the evidence will be presented to the JCQ Centre Inspector by Shumaila Latif.

- In the case of appropriately qualified psychologists (registered with the Health & Care Professions Council), or specialist assessors holding a current SpLD Assessment Practising Certificate, who are directly employed within the centre, there is no need to record the names of these individuals within **Access arrangements online**. (AA 7.4)
- The names of all other assessors, who are assessing candidates studying qualifications as covered by AA must be entered into **Access arrangements online** to confirm their status (AA 7.4)

### Process for the assessment of a candidate's learning difficulties by an assessor Manchester Academy

confirms:

- Guidelines for the assessment of the candidate's learning difficulties by an assessor will be followed and Form 8 (JCQ/AA/LD - Profile of Learning Difficulties) will be completed (AA 7.5, 7.6)
- Arrangements must be made for the candidate to be assessed by the centre's appointed assessor (AA 7.5)
- Assessors **must** personally conduct the assessments. They **must not** sign off assessments carried out by another professional (AA 7.5)
- The assessor must carry out tests which are relevant to support the application (AA 7.5)

- A privately commissioned assessment carried out without prior consultation with the centre cannot be used to award access arrangements (AA 7.3)
- Relevant staff working within the centre should always carefully consider any privately commissioned assessment to see whether the process of gathering a picture of need, demonstrating normal way of working within the centre and ultimately assessing the candidate themselves should be instigated (AA 7.3)

Additional information: within ten working days of the decision being made known

to the appellant **Picture of need/normal way of working** Manchester Academy

confirms:

- Before the candidate's assessment, the person appointed in the centre must provide the assessor with background information, i.e. a picture of need has been painted as required in Part 1 of Form 8. The centre and the assessor must work together to ensure a joined-up and consistent process. (AA 7.5) Additional information:

### **3. Processing access arrangements and adjustments**

#### **Arrangements/adjustments requiring awarding body approval**

Access arrangements online (AAO) is used to apply for approval of arrangements/adjustments for the qualifications listed within the JCQ publication Access Arrangements and Reasonable Adjustments.

AAO is accessed through the JCQ Centre Admin Portal (CAP) by logging in to one of the awarding body secure extranet sites. A single application for approval is required for each candidate regardless of the awarding body used.

Deadlines apply for each examination series for submitting applications for approval using AAO.

#### **Centre delegated arrangements/adjustments**

Decisions relating to the approval of centre delegated arrangements/adjustments are made by Shumaila Latif (Vice Principle). Appropriate evidence, where required by the arrangement, is held on file by the Examination Officer.

- The use of a word processor

The Word Processor Policy 2024-25 details the criteria Manchester Academy specifically uses to award and allocate word processors for examinations and assessments.

- Alternative rooming arrangements

The Alternative Rooming Arrangements Policy 2024-25 details the criteria Manchester Academy uses to award alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs (formerly known as separate invigilation).

Additional information:

#### **Modified papers**

Modified papers are ordered using AAO.

- Modified papers must be ordered in advance of a specific examination series, no later than the published deadline for the series concerned (AA 6.1)
- Modified papers are individually prepared for candidates for whom other adjustments are unsuitable. The modification of papers involves additional resources. Therefore centres are required to provide the awarding bodies with early notification that a candidate will require a modified paper. (AA 6.1)
- Modified papers must not be ordered for candidates unless the centre intends to enter them for the relevant examination series (AA 6.1)

- For the adjustment to be effective, the candidate must have had appropriate opportunities to practise using an awarding body's past modified papers before his/her first examination (AA 6.1)

### **Roles and responsibilities**

When an access arrangement/reasonable adjustment has been processed on-line and approved, the evidence of need (where required) must be made available to a JCQ Centre Inspector upon request. An awarding body may also request evidence of need when considered necessary. This can either be in hard copy paper format or electronically. (AA 4.2)

Where documentation is stored electronically an e-folder for each individual candidate must be created. The candidate's e-folder must hold each of the required documents for inspection. (AA 4.2) It is the responsibility of:

- Kate Dowden / Shumaila Latif to collect a candidate's consent (a completed candidate Personal data consent form) to record their personal data on-line through AAO
- Kate Dowden / Shumaila Latif to complete the Data protection confirmation by the examinations officer or SENCo, prior to the processing of the online application
- Kate Dowden / Shumaila Latif to submit applications for approval using AAO
- Kate Dowden / Shumaila Latif to keep detailed records for inspection purposes, whether electronically or in hard copy paper format, of all the essential information on file. This includes a signed candidate personal data consent form; a completed Data protection confirmation by the examinations officer or SENCo form; a copy of the candidate's approved application; appropriate evidence of need (where required); evidence of the assessor's qualification (where required) (AA 8.6)
- Kate Dowden / Shumaila Latif to submit applications for approval directly to an awarding body for any qualification that does not fall within the scope of AAO
- Kate Dowden / Shumaila Latif to order modified papers

#### **4. Changes 2024/2025**

# Key changes for 2024–25

Before contacting the JCQ and/or an awarding body with a query about access arrangements/ reasonable adjustments, the SENCo **must** ensure that this document or the relevant section of the JCQ document *Instructions for conducting examinations* has been checked. The answers to many queries will be found within these documents.

PAGE	CHAPTER	PARAGRAPH	SUMMARY OF CHANGE
<a href="#">8</a>	<a href="#">Introduction</a>		Further clarification given on the term 'SENCo'.
<a href="#">8</a>	<a href="#">Introduction</a>		A head of centre must ensure the SENCo and the appointed assessor undertake regular CPD.
<a href="#">8</a>	<a href="#">Introduction</a>		The centre must make decisions on appropriate access arrangements for their candidates.
<a href="#">8</a>	<a href="#">Introduction</a>		Online applications must only be processed where they are supported by the centre and the candidate meets the published criteria for the arrangement(s) with the full supporting evidence in place.
<a href="#">12</a>	<a href="#">Deadlines</a>		BTEC Firsts, BTEC Level 2 Technicals, BTEC Nationals, BTEC Tech Awards, Functional Skills (AQA & Pearson specifications) and T-Levels (Pearson specifications) are now covered by <i>Access arrangements online</i> .
<a href="#">34</a>	<a href="#">4</a>	<a href="#">4.2.1</a>	The centre must make decisions on appropriate access arrangements for their candidates.
<a href="#">40</a>	<a href="#">5</a>	<a href="#">5.1</a>	Part 1 of Form 8 can now be used to confirm the need for supervised rest breaks for candidates with learning difficulties who also require 25% extra time and/or a scribe.
<a href="#">40</a>		<a href="#">5.1</a>	Specialist evidence is not required for supervised rest breaks.
<a href="#">41</a>		<a href="#">5.1</a>	Clarification on the duration of a supervised rest break.
<a href="#">42</a>		<a href="#">5.2.2</a>	The requirements for rolling forward a Form 8 where a candidate progresses from GCSE to GCE qualifications (and other Level 3 qualifications).
<a href="#">47</a>		<a href="#">5.2.3</a>	Arrangements where a candidate has been referred to CAMHS or a local NHS Trust by their school or GP, is on the list to be screened and/or is likely to receive a formal diagnosis.
<a href="#">47</a>		<a href="#">5.2.3</a>	The SENCo must determine the arrangements for the candidate's examinations and not a specialist.



PAGE	CHAPTER	PARAGRAPH	SUMMARY OF CHANGE
<a href="#">48</a>		<a href="#">5.2.3</a>	Arrangements where a candidate with an existing Form 9 progresses from GCSE to GCE qualifications (and other Level 3 qualifications).
<a href="#">48</a>		<a href="#">5.2.5</a>	Clarification on the awarding of 25% extra time in a timed Art examination.
<a href="#">54</a>		<a href="#">5.5.1</a>	A computer reader/reader may be awarded to a candidate for whom English is an additional language.
<a href="#">55</a>		<a href="#">5.5.5</a>	Specialist evidence is not required for a computer reader/reader.
<a href="#">66</a>		<a href="#">5.7.5</a>	The SENCo must determine the arrangements for the candidate's examinations and not a specialist.
<a href="#">67</a>		<a href="#">5.7.5</a>	The requirements for rolling forward a Form 8 where a candidate progresses from GCSE to GCE qualifications (and other Level 3 qualifications).
<a href="#">67</a>		<a href="#">5.7.5</a>	Arrangements where a candidate with an existing Form 9 progresses from GCSE to GCE qualifications (and other Level 3 qualifications).
<a href="#">83</a>		<a href="#">5.16</a>	Additional centre delegated arrangements (non-electronic headphones and a timer on a candidate's desk).
<a href="#">86</a>		<a href="#">5.18.2</a>	Form BD25% has now been withdrawn. For applications processed from 1 September 2024 onwards only the approval sheet is required for inspection purposes.
<a href="#">90</a>		<a href="#">5.22</a>	New arrangement - timetable variation on the day of the exam for a candidate with a disability.
<a href="#">90</a>		<a href="#">5.23</a>	New arrangement - Listening to music/white noise due to a substantial impairment.
<a href="#">97</a>	<a href="#">6</a>	<a href="#">6.5</a>	Arrangements where a candidate requires a question paper on coloured paper and/or enlarged from A4 to A3.
<a href="#">106</a>	<a href="#">7</a>	<a href="#">7.5.7</a>	Use of computer-based assessment tools.
<a href="#">108</a>		<a href="#">7.6</a>	Revised arrangements for completing Form 8.
<a href="#">109</a>		<a href="#">7.6.1</a>	The original or a PDF of a fully completed Form 8, together with evidence of the assessor's qualification, to be provided when the candidate changes centre.
<a href="#">113</a>	<a href="#">8</a>	<a href="#">8.1</a>	Updated general information.

## Centre-specific changes

Not Applicable