



400 YEARS OF EXCELLENCE

Access Arrangements Policy

Policy approval date	February 2026
Policy review date	February 2027
Policy Lead	Sarah Morris (SENDCo)
Senior Leader	David Sykes Assistant Head Teacher
Governor or SLT approval	SLT
Governor committee responsible for policy	N/A

This policy is reviewed and updated annually to ensure that access arrangements process at Richard Hale School is managed in accordance with current JCQ document 'Adjustments t for candidates with disabilities and learning difficulties - **Access Arrangements and Reasonable Adjustments**'.

References in this policy to GR, ICE and AA refer to the JCQ publications **General Regulations for Approved Centres**, **Instructions for conducting examinations** and **Acesss 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

(AARA 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'.

The centre **must** ensure that approved adjustments can be delivered to candidates.

Purpose of the policy

The purpose of this policy is to confirm that Richard Hale School 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)

Where the SENCo (or equivalent role) is storing documentation electronically they **must** create an e-folder for each individual candidate. The candidate's e-folder **must** hold each of the required documents for inspection. (¹AARA 4.2)

This policy is maintained and held by SENCo (or equivalent role) alongside the individual files/e-folders of each access arrangement candidate. Each file/e-folder contains detailed records of all the essential information that is required to be held according to the regulations.

The SENCo 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 head of centre/senior leadership team will appoint a SENCo, or an equivalent member of staff, who will coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language, as well as those with a temporary illness or temporary injury. (GR 5.4)

A centre **must** make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they **cannot** make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations. (AA 4.2)

The principles for Richard Hale School 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 them 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
- The SENCo who leads on additional learning support/special educational needs, must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage the candidate
- A centre **must** make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they **cannot** make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations.
- Modified papers must be ordered in advance of a specific examination series, no later than the published deadline for the series concerned
- 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
- 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

- Access arrangements/reasonable adjustments should be processed at the **start** of the course
- Arrangements **must** always be approved **before** an examination or assessment
- The arrangement(s) put in place **must** reflect the support given to the candidate in the centre
- The candidate **must** have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustments before their first examination

Equalities Policy (Exams)

A large part of the access arrangements/reasonable adjustments 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 the Equalities Policy (Exams).

2. The assessment process

At Richard Hale School, 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)

Mr Mark Rayfield – Level 7 Postgraduate Award of Proficiency in Assessment for Access Arrangements (PAPAA)

Appointment of assessors

At the point an assessor is engaged/employed at Richard Hale School:

- Evidence of the assessor's qualification is obtained and checked against the current requirements in AARA. This process is carried out prior to the assessor undertaking any assessment of a candidate
- 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

Reporting the appointment of the assessor(s)

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

- 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.
- 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

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

Richard Hale School 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 (AARA 7.5, 7.6)
- Arrangements must be made for the candidate to be assessed by the centre's appointed assessor (AARA 7.5)
- Assessors **must** personally conduct the assessments. They **must not** sign off assessments carried out by another professional (AARA 7.5)
- The assessor must carry out tests which are relevant to support the application. (AARA 7.3)
- A privately commissioned report, or an assessment from an external professional, cannot be used to award access arrangements.
- The SENCo 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 (AARA 7.3)

Picture of need/normal way of working

Richard Hale School 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. (AARA 7.5)

3. Processing access arrangements and adjustments

Arrangements/adjustments requiring awarding body approval

Access arrangements online (AAO) is a tool provided by JCQ member awarding bodies for centres to apply for required access arrangement approval for the qualifications covered by the tool. This tool also provides the facility to order modified papers for those examinations included.

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.

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.

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 SENDCo.

Appropriate evidence, where required by the arrangement, is held on file by SENDCo.

Centre-specific criteria for particular arrangements/adjustments

Word Processors

- The Word Processor Policy details the criteria Richard Hale School specifically uses to award and allocate word processors for examinations and assessments.

Alternative Rooming

- The Alternative Rooming Policy details the criteria Richard Hale uses to award alternative rooming arrangements, eg a room for a smaller group of candidates with similar needs (formerly known as other room and separate invigilation).

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 (AARA 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. (AARA 6.1)
- Modified papers **must not** be ordered for candidates unless the centre intends to enter them for the relevant examination series (AARA 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 (AARA 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. (AARA 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.

It is the responsibility of the SENCo

- to organise screening and assessment opportunities
- to keep detailed records as a file/e-folder for each individual candidate for inspection purposes, whether electronically or in hard copy paper format, of all the essential information and appropriate evidence of need (where required)
- a copy of the candidate's approved application;
- evidence of the assessor's qualification (where required) (AA 8.6)

It is the responsibility of the Examinations Officer

- to submit applications for approval using AAO

- to submit applications for approval directly to an awarding body for any qualification that does not fall within the scope of AAO
- to order modified papers

Changes 2025/2026

References to AA changed to AARA

(Added/Removed) Under heading **Roles and responsibilities:**

Added new bullet point to reference the requirement to comply with the UK GDPR and the Data Protection Act 2018.

Removed reference to a signed candidate personal data consent form and Data protection confirmation by the examinations officer or SENCo form which are no longer required.

This section will therefore need to be edited when reviewing and updating this policy for 2025/2026.