

THE COTSWOLD SCHOOL – POLICY DOCUMENT



Policy: Exam Access Arrangements and Reasonable Adjustment Policy

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Authorised FGB

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Updated by: Mrs C Thomas, Mr C Edwards and Mrs F Heming

This policy should be read in conjunction with the following closely linked policies:

- Pastoral Care
- SEND Information Report
- Attendance
- Equality and Diversity
- Supporting pupils with medical conditions
- Word Processing Policy

Introduction

Equality Act 2010

The Cotswold School is an approved exam centre and adheres to the guidelines set out by the Joint Council for Qualifications (JCQ), an organisation which represents the largest exam awarding bodies in the UK.

In order to fulfil the requirements of the Equality Act 2010, the JCQ provides guidance for its awarding bodies to enable them to offer reasonable adjustments which give access to the exams for all pupils who may otherwise be disadvantaged due to a long term and substantial disability. For example, a blind pupil would be permitted to request a modified paper in Braille format in order to access the questions, and a trained adult to function as a scribe to write their answers, thereby allowing a candidate to demonstrate their knowledge without compromising the integrity of the exam system. Such arrangements are known as “exam access arrangements”.

Eligibility

Pupils are identified for an exam access arrangement following testing by the school’s specialist assessor. Eligibility for testing is sought on the basis of the school’s knowledge of a pupil’s history of need of support with their learning difficulty or disability and is provided by teaching staff and medical professionals (not GPs). Testing will only be conducted if sufficient evidence exists and if, in the school’s opinion, there is sufficient history of need. A diagnosis of ‘dyslexia’/SpLD does not guarantee the awarding of an access arrangement, nor eligibility for testing. Schools are not obliged to accept private reports and are advised to work only with practitioners with whom an established relationship exists.

Pupils with an EHCP in place from primary school will normally be eligible for access arrangements.

Where an access arrangement is requested on medical grounds, such as anxiety or depression, the school must have evidence of the pupil's needs, such as a letter from a medical professional and/or evidence to show that the school has been made aware of the condition. This must be in a manner timely enough to have allowed for the school to support these needs through the pastoral and/or learning support teams. This provides evidence that the school has been working with the pupil to ensure that they are not at a disadvantage. Access arrangements will only be awarded where sufficient evidence exists and must be the pupil's "normal way of working".

Access arrangements can vary from pupil to pupil, and in different subjects for individual pupils. Access arrangements can vary from year to year, in the case of developing assistive technologies for instance.

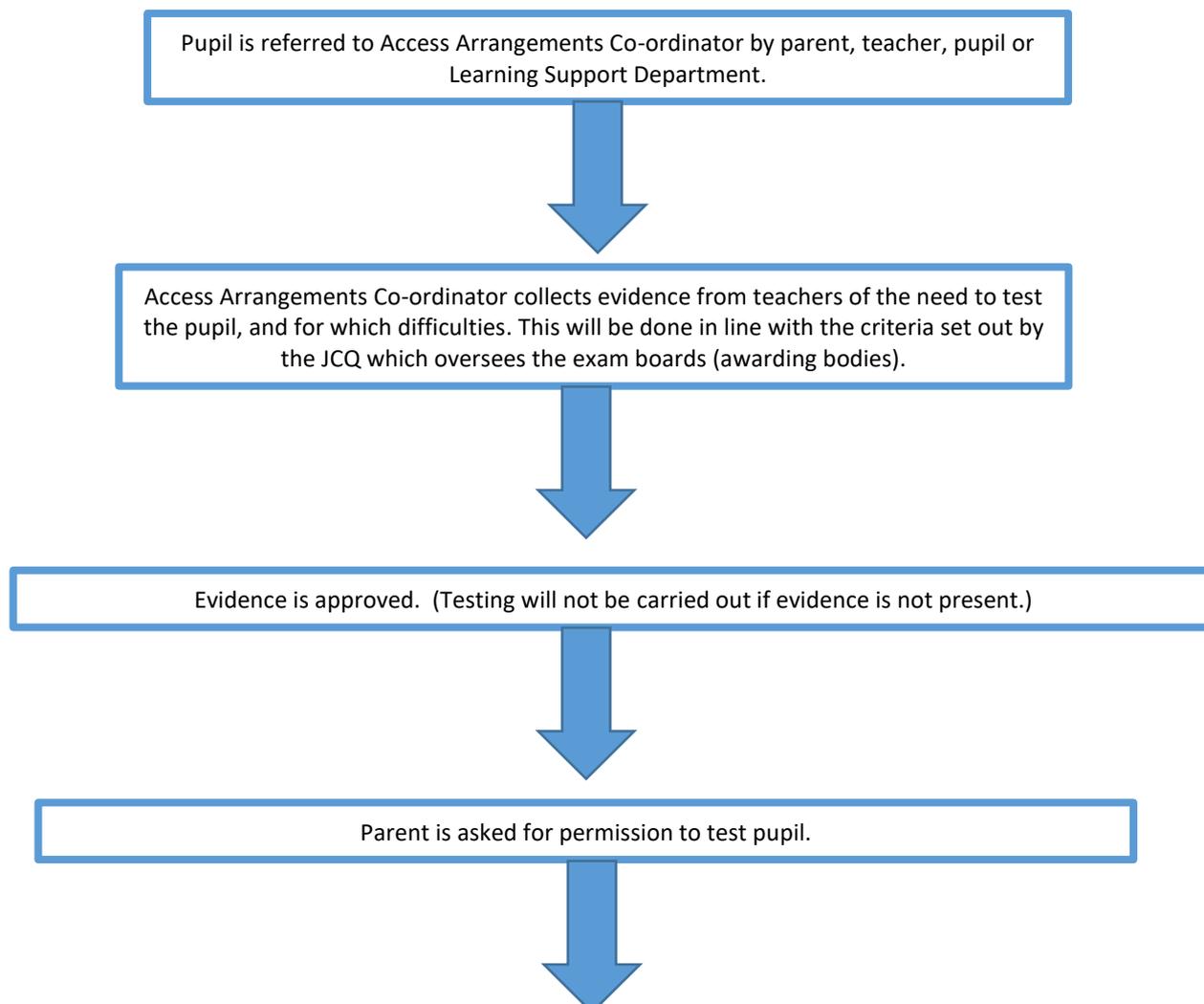
Not all access arrangements require formal testing, nor approval from the JCQ.

If an access arrangement is declined, it cannot, at a later date, be reinstated.

If an access arrangement is not used, or no longer required, it can be withdrawn.

Sequence of Events

The process of exam access arrangements testing is ongoing, but the formal process below begins in Year 9 and testing is conducted from May of the pupil's academic Year 9. Some background testing may be undertaken prior to this.



If the results of testing confirm eligibility for an exam access arrangement, the pupil is offered the appropriate arrangement(s) in the relevant subject(s). Pupil signs the Personal Data Consent, Privacy Notice and Data Protection Confirmation Form (GDPR compliant) to share test scores and some personal information with the JCQ in order to process the application online with the JCQ (where necessary).



Where a pupil qualifies for an exam access arrangement, parents are informed by letter of the result of the assessment(s).



An online application is completed for the pupil (where necessary).



Teachers are informed of the approved exam access arrangements.
Pupils practise the arrangements as their normal way of working in lessons where possible, and tests.

Ratified by Governors

and signed as such by The Chair of Governors (07/12/2020)