

Access Arrangements Policy



This policy is reviewed annually to ensure compliance with current regulations

Centre name	WELLBROOK SCHOOL
Centre number	23271
Date policy first created	September 2026
Current policy approved by	Claire Howells
Current policy reviewed by	Yasmin Bowler
Date of review	March 2026
Date of next review	September 2026

Key staff involved in the policy

Role	Name(s)
Head of Centre	Claire Howells
Exams officer	Persha Ward
Senior leader(s)	Suzie Hughes
SENCo	Yasmin Bowler

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

References in this policy to GR, ICE and AA refer to the JCQ documents 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 Access Arrangements 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 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 Wellbrook 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), and 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 in Chapter 7 of the JCQ document *Access Arrangements and Reasonable Adjustments* (GR 5.4)

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

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 Wellbrook 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 (AA 4.2)
- 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 or during the first year of a two-year GCSE course having firmly established a picture of need and normal way of working during Years 7 to 9.
- In the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course, access arrangements, reasonable adjustments should be applied for as soon as practicable. Centres must process applications using Access Arrangements online where required (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
- The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustment(s) 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:

- The Equality Policy

2. The assessment process

At Wellbrook 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):

Julie Pettitt - Level 7 Access Arrangements Assessor

Appointment of assessors

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

- 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)
- Evidence of successful completion of a post- graduate course in individual specialist assessment at or equivalent to Level 7 or a printout of a screenshot of HCPC or SASC registration is held on file for inspection purposes to evidence that the assessor(s) is/ are suitably qualified (AA 7.3, 7.4) and held by the SENCo and exams officer.

Reporting the appointment of assessors

- 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:

- Yasmin Bowler/Claire Howells – SENCO or Persha Ward - Exams Officer
- In the case of appropriately qualified psychologists (registered with the Health & Care Professions Council), or specialist teacher assessors holding a current SpLD Assessment Practicing 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 the *Access Arrangements and Reasonable Adjustments* document 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

Wellbrook School confirms:

- Guidelines for the assessment of the candidate's learning difficulties by an assessor will be followed and Form 9 (JCQ/AA) will be completed.
- 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, where the centre has not been involved, cannot be used to award access arrangements and cannot be used to process an application using *Access arrangements online* (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)

Picture of need/normal way of working

Wellbrook 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 9. The centre and the assessor must work together to ensure a joined-up and consistent process. (AA 7.5)

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 document *Access Arrangements and Reasonable Adjustments*.

AAO is accessed through the JCQ Centre Admin Portal (CAP) by using any 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.

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

Centre delegated arrangements/adjustments

Decisions relating to the approval of centre delegated arrangements/adjustments are made by:

- The Exams Officer (Persha Ward)/SENCO (Yasmin Bowler)

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

- The Exams Officer (Persha Ward)/SENCO (Yasmin Bowler)

- **The use of a word processor**

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

- **Alternative rooming arrangements**

The Alternative Rooming Arrangements Policy (Exams) details the criteria Wellbrook School uses to award alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs or 1:1 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 (AA 6.1)
- Modified papers are prepared for candidates for whom other adjustments are unsuitable. The modification of papers involves additional resources. Therefore centres must 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 their 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:

- The exams officer (Persha Ward) to submit applications for approval using AAO, alongside the SENCO (Yasmin Bowler)
- The exams officer (Persha Ward) to submit applications for approval directly to an awarding body for any qualification that does not fall within the scope of AAO.
- The exams officer (Persha Ward) to modify the papers.

Access Arrangements Assessor Qualification Check



**WELLBROOK
SCHOOL**

Process to check the qualifications of the center's assessor and the procedure followed

Appointment

- The Head of Centre, with the support of the SENCo, appoints the specialist assessor at the start of each academic year.

Qualification requirements

The assessor must be one of the following:

- A qualified Psychologist registered with the HCPC; or
- A specialist assessor with a current SpLD Assessment Practising Certificate (e.g. BDA, Dyslexia Guild, PATOSS); or
- A specialist assessor holding a post-graduate qualification at Level 7 or above in individual specialist assessment.

Verification procedure

- The Head of Centre checks original certificates against JCQ requirements annually.

- The Exams Officer retains copies of certificates and CPD evidence securely on file.
- The SENCo monitors that all assessments are carried out in line with JCQ regulations.

Currency and CPD

- Evidence of the assessor's continuing professional development (e.g. refresher courses, updated training) is kept on file.
- The Head of Centre reconfirms the validity of qualifications and CPD at the start of each academic year.

Current assessor

- The centre's assessor is Julie Pettit who holds an SpLD Assessment Practising Certificate (OCR) and attended a refresher course in Access Arrangements Testing in October 2021.
- Certificates and CPD evidence have been checked by the Head of Centre and are retained by the Exams Officer.

Contingency

- If the current assessor is unavailable, the school will appoint an alternative assessor who meets JCQ requirements.

Record keeping

- All documentation is available for JCQ inspection.

Head of Centre Declaration

I confirm that the centre's appointed assessor meets JCQ qualification requirements, that original certificates have been seen and copied, and that annual verification and CPD monitoring are in place.

Signed: 

Name: CLAIRE HOWELLS

Head of Centre

Date: 5th September 2025

