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# **VLUK ACCESS ARRANGEMENTS POLICY 2022-2023**

## 1. WHAT ARE ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS?

### 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'.

[AA Definitions, page 3]

### 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 a number of 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'. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010\* to make 'reasonable adjustments'. [AA Definitions, page 3]

## 2. PURPOSE

The purpose of this policy is to confirm that VLUK 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...

[JCQ General Regulations for Approved Centres, 5.5]

This publication is further referred to in this policy as GR

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

The policy is annually reviewed to ensure that processes are carried out in accordance with the current edition of the JCQ publication Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments.

This publication is further referred to in this policy as AA

### 3. DISABILITY POLICY (EXAMS)

A large part of the access arrangements process is covered in the [Disability Policy \(exams\)](#) which covers staff roles and responsibilities in identifying the need for, requesting and implementing access arrangements and the conduct of exams.

The Access arrangements policy further covers the assessment process and related issues in more detail.

### 4. THE ASSESSMENT PROCESS

Assessments are carried out by assessors appointed by the head of centre. They appropriately qualified as required by JCQ regulations in AA 7.3.

#### The qualification(s) of the current assessor(s)

Rachael Underwood CP3TA
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#### Appointment of assessors of candidates with learning difficulties

At the point an assessor is engaged/employed by the centre, evidence of the assessor's qualification is obtained and checked against the current requirements in AA. This process is carried out prior to the assessor undertaking any assessment of a candidate.

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

Where a learner has previously been identified by another centre as having AA the following steps are taken

- Gain SEND file
- Conversation with learner around need
- Conversation with tutor regarding concerns
- Carry out necessary assessments
- The SENDCO paints a picture of need and demonstrates the candidate's normal way of working and completing Part 1 of Form 8 prior to the candidate being assessed.

Where a learner has not previously been identified by another centre as having AA the following steps are taken

- Referral to SENDCO
- Conversation with learner/Parents around need
- Conversation with tutor regarding concerns
- Carry out necessary assessments
- The SENDCO paints a picture of need and demonstrating the candidate's normal way of working and completing Part 1 of Form 8 prior to the candidate being assessed.

## 5. PROCESSING ACCESS ARRANGEMENTS

### Arrangements 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 listed in the AA guide. This tool also provides the facility to order modified papers.

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

### Centre-delegated access arrangements

Where a centre- delegated AA is awarded, the SENDCO will hold a file note of need.

### Centre-specific criteria for particular access arrangements

## 6. WORD PROCESSOR POLICY (EXAMS)

An exam candidate may approve the use of a word processor where this is appropriate to the candidate's needs and not simply because this is the candidate's preferred way of working within the centre. All centres must maintain a policy on the use of [word processors](#).

## 7. SEPARATE INVIGILATION WITHIN THE CENTRE

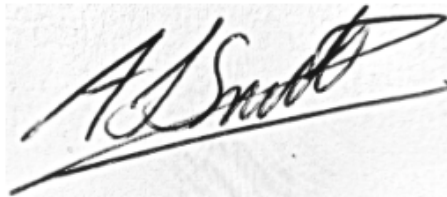
A decision where an exam candidate may be approved for separate invigilation within the centre will be made by the SENDCO.

The decision will be based on:

- whether the candidate has a **substantial and long term impairment** which has an adverse effect; **and**
- **the candidate's normal way of working within the centre** [AA 5.16]



CEO



Chair of Governors