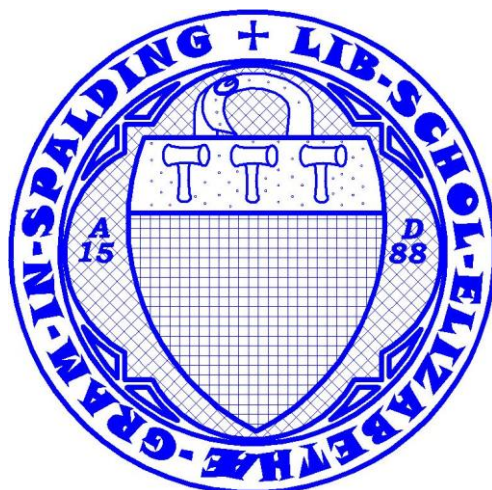


Spalding Grammar School



Equalities and Access Arrangements Policy (Examinations)

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Approved by:	Mrs E Davison – Assistant Headteacher i/c Assessment, Data and Examinations
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Key Staff involved in the Policy:

Role	Name(s)
Centre Number	26233
Head of Centre	Mrs M K Anderson
Assistant Headteacher i/c Assessment, Data and Examinations	Emma Davison
Deputy Headteacher i/c Pastoral and Student Support	Anthony Brooks
Examinations Officer	Nicola Franklin
SENDCo	Amanda Johnson
Access Arrangement Co-ordinator	Jane Chiappino
Senior Leadership Team	Suzanne Ingram (Deputy Headteacher) Gareth Baker Alison Harrison Wild

This policy incorporates the Access Arrangements Policy and is reviewed and updated annually to ensure that access arrangements process at Spalding Grammar School is managed in accordance with current requirements and regulations.

References in this policy to GR, ICE and AA refer to the JCQ documents for September 2025 – August 2026

- General Regulations for Approved Centres
- Instructions for Conducting Examinations
- Access Arrangements and Reasonable Adjustments

Refer to additional school policies for more information:

- Special Education Needs, Disabilities and Inclusion Policy
- Laptop (Word Processor) Policy
- Examinations Policy – Alternative Room Arrangements

References to legislation are to the Equality Act 2010.

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Purpose of the policy

This document is provided as an examination specific supplement to the centre's equalities and accessibility policy which details how the centre will:

- recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010, particularly Section 20 (7).
- It includes a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid (JCQ's **General Regulations for Approved Centres**, 5.4). This publication is further referred to in this policy as GR.

Implementing Access Arrangements and the Conduct of Examinations

This policy details how the centre facilitates access to examinations and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, by outlining staff roles and responsibilities in relation to:

- identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to in this policy as 'access arrangements')
- requesting access arrangements
- implementing access arrangements and the conduct of examinations
- good practice in relation to the Equality Act 2010

The Equality Act 2010 definition of Disability

A definition is provided in the JCQ publication 'Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments 2025-2026' (*Definitions* section). This publication is further referred to in this policy as AA

General Principals

The centre has in place a SENDCo and Access Arrangements Co-ordinator 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. They will consider and, where appropriate, implement access arrangements that will prepare candidates for the workplace. Although professionals from other organisations may give advice, they cannot make the decision for the centre.

Access Arrangements

Access arrangements are agreed before an assessment/examination with suitable evidence to validate the need. 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'.

The SENDCo and Access Arrangements Co-ordinator will consider and, where appropriate, implement access arrangements that will prepare candidates for the workplace.

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 visually 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.

Access Arrangements/Reasonable Adjustments include:

- Seat Location (evidenced medical conditions)
- Toilet Breaks (candidate with toilet passes/evidenced medical conditions)
- Supervised Rest Breaks
- Alternative Room Arrangement (refer to Examinations Policy)
- Use of Laptop (except Mathematics, Physics and Chemistry exams) – refer to Laptop (Word Processor Policy)
- Extra Time
- 1:1 Invigilation (appropriate evidenced serious medical condition)
- Modified papers (visual impairment)

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
- 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
- affects the security and integrity of the assessment

This is because the adjustment is not 'reasonable'.

Spalding Grammar will ensure that approved adjustments can be delivered to candidates.

Identifying the need for access arrangements

Principles

It is the responsibility of the SENDCo to make appropriate and informed decisions based on the JCQ regulations. (AA 4.2)

The principles for Spalding Grammar School are that:

- 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 must be maintained, whilst at the same time providing access to assessments for a disabled candidate (AA 4.2)
- Modified papers where required will be ordered in advance of a specific examination series, no later than the published deadline for the series concerned (AA6.1)
- 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)
- Wherever possible, access arrangements/reasonable adjustments should be processed at the start of the course (AA 4.2)
- Access arrangements must always be approved before an examination or assessment meeting the JCQ deadlines for submitting request for AA approval
- The arrangement(s) put in place must reflect the support given to the candidate in the centre and the candidate's way of working
- The candidate must have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustment(s) before their first examination – this is done in trial examinations taking place in Y10 and 11.

At Spalding Grammar School, assessments are carried out by an appropriately qualified assessor, internal and external, appointed by the SENDCo with support of Head of Centre in accordance with the JCQ requirements.

Roles and responsibilities

Head of Centre

- Is familiar with the entire contents, refers to and directs relevant centre staff to the annually updated JCQ publications including GR and AA.
- Ensures the quality of the access arrangements process within the centre.
- Ensures staff roles, responsibilities and processes in identifying, requesting and implementing access arrangements for **all** candidates are clearly defined and documented.
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Senior Leadership Team

- Are familiar with the entire contents of the annually updated JCQ publications including GR and AA.
- Has full knowledge and understanding of the contents, refers to and directs relevant centre staff to the annually updated JCQ publication AA.
- Ensures the assessment process is administered in accordance with the regulations and that the correct procedures are followed as in Chapter 7 of AA.
- Ensures a policy demonstrating the centre's compliance with relevant legislation is in place.
- Support the SENDCo in determining the need for and implementing access arrangements.

SENDCo

With the support of the **Access Arrangements Co-ordinator**

- Has full knowledge and understanding of the contents, refers to and directs relevant centre staff to the annually updated JCQ publication AA.
- Leads on the access arrangements process to facilitate access for candidates.
- Ensures that the access arrangements/reasonable adjustments approved allow the candidate to access the assessment, but do not result in the candidate gaining an unfair advantage.
- Defines and documents roles, responsibilities and processes in identifying, requesting and implementing access arrangements.
- If not the appropriately qualified assessor, works with the person/persons appointed, on all matters relating to assessing candidates and the administration of the assessment process.
- Ensures the qualified assessor(s) has access to the assessment objectives for the relevant specification(s) a candidate is undertaking.
- Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance.

- Ensures the need for access arrangements for a candidate is considered on a subject by subject basis.
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.
- Works with teaching staff, relevant support staff and the Examinations Officer to ensure centre-delegated and awarding body approved access arrangements are put in place for candidates taking internal and external examinations/assessments.

Teaching Staff

- Identify and inform, where appropriate, the SENDCo of any candidates or observations about a candidate that may need additional support or of additional support being provided in lesson.
- Provide information to evidence the normal way of working of a candidate.

Support Staff (Teaching Assistants; Pastoral Staff)

- Identify candidates that may require further assessment
- Provide, where appropriate, comments/observations to support requirement to 'paint a holistic picture of need' and confirming normal way of working for a candidate
- Provides information to evidence the normal way of working of a candidate

Assessor of Candidates with Learning Difficulties

Where applicable, Spalding Grammar will use an external assessor with the appropriate qualifications to carry out the assessments required. The SENDCo will keep a copy of their qualifications on record available for inspection if required by JCQ.

- Has a detailed understanding of the JCQ publication AA.
- Conducts appropriate assessments to identify the need(s) of a candidate.
- Provides appropriate evidence to confirm the need(s) of a candidate
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body

Examinations Officer

- Supports the SENDCo and Access Arrangement Co-ordinator in collecting evidence to support Access Arrangement applications in internal examinations such as trial examinations.

Requesting Access Arrangements

Roles and Responsibilities

SENDCo

With support from **Access Arrangements Co-ordinator**

- Determines if the arrangements identified for a candidate require prior approval from the awarding body before the arrangements are put in place or if approval is centre delegated.
- Follows guidance in AA (chapter 8) to process approval applications for access arrangements for those qualifications included.
- Applies for approval where this is required, through *Access arrangements online* (AAO), or through the awarding body where qualifications sit outside the scope of AAO.
- Ensures that where approval is required the application is processed on time and no later than the awarding body's published deadline.
- Ensures that the full supporting evidence is in place before an online application is processed.
- Reviews the evidence before an online application is processed, ensuring that the candidate does meet the published criteria for the respective arrangement.
- Holds all supporting evidence and presents such evidence to a JCQ Centre Inspector upon request.
- Ensures appropriate and required evidence is held on file to confirm validation responses in AAO including (where required) the completion of relevant JCQ forms, such as Form 8 (Application for

access arrangements – Profile of learning difficulties), Form 9 (Profile of need), Form 8RF, etc. supplemented by written statements, where required, etc.

- Ensures where JCQ forms are required to be completed, forms are signed (a handwritten, electronic or typed signature is acceptable) and dated as required **prior** to approval being sought and that the form is provided for processing and inspection purposes (This may be a hard copy paper version or an electronic version).
- Ensures the names of all other assessors, who are assessing candidates studying qualifications covered by AAO are entered into AAO to confirm their status.
- Confirms by ticking the '*Confirmation*' box prior to submitting the application for approval that the '*malpractice consequence statement*' has been read and accepted.
- Makes an *awarding body referral* through AAO where the initial application for approval may not be approved by AAO, where it is deemed by the centre that the candidate does meet the criteria for the arrangement(s).
- Informs the candidate and parent/carer that an application for Access Arrangements is being made and when it has been confirmed.
- Maintains a file/e-folder for each candidate (the required documentation for a candidate will be in hard copy within the candidate's file/each of the required documents held electronically within the candidate's e-folder) that will include:
 - completed JCQ/awarding body application forms and evidence forms
 - appropriate evidence to support the need for the arrangement where required
 - appropriate evidence to support normal way of working within the centre
 - in addition, for those qualifications covered by AAO (where approval is required), a printout/PDF of the AAO approval, a signed candidate personal data consent form (which provides candidate consent to their personal details being shared)
- Presents the files/e-folders when requested by a JCQ Centre Inspector and addresses any queries/questions raised.

Examinations Officer (EO)

- Is familiar with the entire contents of the annually updated JCQ publication GR and is aware of information contained in AA where this may be relevant to the Examinations Officer role.
- Ensures that the agreed adjustment has been put in place before the candidate's first examination, e.g. in trial examinations.
- Liaises with teaching staff regarding any appropriate modified paper requirements for candidates.
- Liaises with the SENDCo to ensure arrangements are in place to either order a non-interactive electronic (PDF) question paper (or to download a PDF copy of the standard question paper or to open a question paper packet in the secure room within 90 minutes of the awarding body's published starting time for the examination where the centre is permitted to modify a timetabled written component examination paper (copy on coloured paper, enlarge to A3 or copy to single sided print).
- Following the appropriate process, orders published modified papers, by the awarding body's deadline for the examination series, where these may be required for a candidate.

In the absence of the SENDCo, the Access Arrangement Co-ordinator with the support of the Examinations Officer will present the files/e-folders of access arrangements candidates when requested by a JCQ Centre Inspector and addresses any queries/questions raised.

Processing Applications for Access Arrangements and Adjustments

The Access Arrangements Co-ordinator will apply for approval for a candidate's access arrangements using the JCQ Centre Admin Portal to access the Access Arrangements Online (AAO) for the qualifications listed within the JCQ document Access Arrangements and Reasonable Adjustments.

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 which the Access Arrangements Co-ordinator will ensure are met - where there is full supporting evidence for the candidate to meet the published criteria for the arrangement,

Online applications can 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.

Implementing Access Arrangements and the Conduct of Examinations

Roles and Responsibilities

External assessments

These are assessments which are normally set and marked/examined by an awarding body which must be conducted according to awarding body instructions and/or the JCQ publication Instructions for Conducting Examinations (ICE).

Head of Centre

- Supports the SENDCo, the Examinations Officer and other relevant centre staff in ensuring appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to examinations.

SENDCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an examination).
- Ensures a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for them.
- Ensures the candidate understands what will happen at examination time and what the access arrangement will involve.
- Monitors, in internal tests/mock examinations, the use of arrangements granted to a candidate and where a candidate has never made use of the arrangement, may consider withdrawing the arrangement, provided the candidate will not be placed at a substantial disadvantage.
- Liaises with the Examinations Officer regarding facilitation and invigilation of access arrangement candidates in examinations.
- Liaises with the Examinations Officer where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of examinations.
- Where required for emergency (temporary) access arrangements, applies for approval through AAO or through the awarding body where any qualifications sit outside the scope of AAO.

Examinations Officer

- Understands and follows instructions for Invigilation arrangements for candidates with access arrangements and Access arrangements in ICE 2025-2026.
- Is familiar with the instructions for 'Invigilation arrangements for candidates with access arrangements' and 'Access arrangements' in ICE 2025-2026.
- Ensures examination information (JCQ information for candidates' documents, individual examination timetable etc.) is adapted where this may be required for a disabled candidate to access it.
- Ensures that prior to any arrangements being put in place checks are made that arrangements do not impact on any assessment criteria/competence standards being tested.
- Liaises with other relevant centre staff regarding the provision of appropriate rooming and equipment that may be required to facilitate access for disabled candidates to examinations.
- Appoints appropriate centre or external staff as facilitators to support candidates (practical assistant, prompter, Language Modifier, reader, scribe or Communication Professional).
- Ensures facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangement(s).
- Ensures a record of the content of training given to those facilitating an access arrangement for a candidate under examination conditions is kept and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
- Ensures where a person is appointed to facilitate an access arrangement, the person appointed is not normally the candidate's own subject teacher, Learning Support Assistant or teaching assistant. Where the candidate's own subject teacher, Learning Support Assistant or teaching assistant has to be used, a separate invigilator is always present.
- Ensures where a person is appointed to facilitate an access arrangement, the person appointed is not a relative, friend, peer or private tutor of the candidate.
- Ensures a facilitator acting as a prompter is aware of the appropriate way to prompt depending on the needs of the candidate.

- Ensures invigilators supervising access arrangement candidates are trained in their role and understand the invigilation arrangements required for access arrangement candidates and the role of any facilitator.
- Ensures cover sheets, where these are required by the arrangement are completed as required by facilitators .
- Liaises with the SENDCo and other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to examinations.
- Liaises with the SENDCo to ensure examination information (JCQ information for candidates' documents, individual examination timetables etc.) is adapted where this may be required for a disabled candidate to access it.
- Liaises with the SENDCo regarding the facilitation and invigilation of access arrangement candidates including the room of candidates.
- Liaises with the SENDCo to ensure that invigilators are made aware of the Equality Act 2010 and are trained in disability issues.
- Ensures appropriate seating arrangements are in place where different arrangements may need to be made for a candidate to facilitate access to his/her examinations.
- Ensures candidates with access arrangements are identified on examination room seating plans and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded.
- Ensures invigilators are briefed prior to each examination session of the arrangements in place for a disabled candidate in their examination room.
- Checks in advance of dated examinations/assessments that modified paper orders have arrived (and if not will contact the awarding body to ensure that papers are available when required).
- Makes modifications that are permitted by the centre (a question paper copied onto coloured paper, an A4 to A3 enlarged paper or a paper printed on single sheets or where a question paper may need to be scanned into PDF format where a candidate is approved the use of a computer reader) that may be required and either accesses a non-interactive electronic (PDF) question paper or opens the examination question paper packet in the secure room no earlier than 90 minutes prior to the awarding body's published start time of the examination
- Understands that where permitted/approved, a secure question paper packet may need to be opened early in the secure room to facilitate the following:
 - a Language Modifier may have access to the question paper 60 minutes prior to the awarding body's published start time for the examination to prepare
 - the Communication Professional may have access to the question paper 60 minutes prior to the awarding body's published start time for the examination to prepare
 - a Live Speaker may have access to the transcript of the Listening examination 60 minutes prior to the awarding body's published start time for the examination in to prepare
- Provides cover sheets prior to the start of an examination where required for access arrangements and ensures that these have been fully completed before candidates' scripts are dispatched to examiners/markers (and prints pre-populated cover sheets from AAO where this is required for arrangements).
- Has a process in place to deal with emergency (temporary) access arrangements as they arise at the time of examinations in terms of rooming and invigilation.
- Liaises with the SENDCo where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of examinations.

Other relevant centre staff

- Support the SENDCo and the Examinations Officer to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to examinations.
- Staff responsible for **IT or other specialist equipment** that may need to be provided or adapted for a candidate.
- Site staff supporting responsible for **rooms and non-specialist equipment** (chairs, tables, whiteboards etc.) used for examinations that may need to be adapted for a candidate.
- Senior staff responsible for the centre's **emergency evacuation procedures** and the arrangements that may need to be in place for a candidate with a disability who may need assistance when an examination room is evacuated.

These are non-examination assessments (NEA) which are normally set by a centre/awarding body, marked and internally moderated/standardised by the centre and externally moderated by the awarding body.

However, 'NEA' is not limited to internal assessment as externally marked and/or externally set practical examinations taken at different times across centres are also classified as 'NEA'.

Internal examinations /assessments are examinations or tests which are set and marked within the centre; normally a pre-cursor to external assessments

SENDCo / Access Arrangements Co-ordinator

- Liaises with teaching staff and Examinations Officer to implement appropriate access arrangements for candidates.
- Ensures centre-delegated and awarding body approved arrangements are in place prior to a candidate taking their first formal supervised assessment.
- Ensures candidates are aware of the access arrangements that are in place for their assessments.

Teaching staff

- Support the SENDCo in implementing appropriate access arrangements for candidates.
- Provide the SENDCo with assessment schedules to ensure arrangements are put in place when required.
- Liaise with the SENDCo regarding assessment materials that may need to be modified for a candidate.

Examinations Officer

- Provide examination materials that may need to be modified for a candidate.
- Provide the SENDCo with examination timetables and where applicable assessment schedules to ensure arrangements are put in place when required.
- Liaise with the SENDCo regarding assessment materials that may need to be modified for a candidate.
- Ensures facilitators supporting candidates are appropriately trained and understand the rules of the relevant access arrangement(s).
- Ensures cover sheets are completed as required by facilitators.
- Liaises with the teacher where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of their formal supervised assessment.

Centre Delegated Arrangements/Adjustments

Decisions relating to the approval of centre delegated arrangements/adjustments are made by the SENDCo assisted by the Access Arrangement Co-ordinator. Appropriate evidence, where required by the arrangement, is held on file by the SENDCo and the Access Arrangement Co-ordinator.

Facilitating Access – Examples

The following information confirms the centre's good practice in relation to the Equality Act 2010 and the conduct of examinations.

On a candidate by candidate basis, consideration is given to:

- adapting assessment arrangements
- adapting assessment materials
- the provision of specialist equipment or adaptation of standard equipment
- adaptation of the physical environment for access purposes

Additional Centre Policies for Access Arrangements

Please refer to the following policies detailing specific criteria Spalding Grammar Schools uses:

- **Laptop (Word Processor) Policy** details the criteria Spalding Grammar School specifically uses to award and allocate word processors for assessments and examinations.

- **Alternative Rooming Arrangements Policy – Examinations Policy Addendum II** details the criteria Spalding Grammar School uses to award alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs or 1:1 invigilation.

Appendix I – Table showing examples of Arrangements, Adjustments and Adaptations to meet the needs of a Candidate and Actions considered to facilitate access

Example of candidate need(s)	Arrangements explored	Centre actions
<p>A medical condition which prevents the candidate from taking examinations in the centre</p>	<p>Alternative site for the conduct of examinations</p> <p>Supervised rest breaks</p>	<p><i>SENDCo gathers evidence to support the need for the candidate to take examinations at home and for SRB</i></p> <p><i>Pastoral lead provides written statement for file to confirm the need</i></p> <p><i>Approval confirmed by SENDCo; AAO approval for both arrangements not required</i></p> <p><i>Pastoral lead discussion with candidate to confirm the arrangements which should be put in place</i></p> <p><i>EO submits 'Alternative site form' for timetabled written examinations to awarding body/bodies online using CAP</i></p> <p><i>An on-line submission must only be made for timetabled written examinations in the following qualifications...</i></p> <p><i>EO provides candidate with examination timetable and JCQ information for candidates</i></p> <p><i>Pastoral lead confirms with candidate the information is understood</i></p> <p><i>Pastoral lead agrees with candidate that prior to each examination will call to confirm fitness to take examination</i></p> <p><i>EO allocates invigilator(s) to candidate's timetable; confirms time of collection of examination papers and materials</i></p> <p><i>Invigilator monitors candidate's condition for each examination and records any issues on incident log</i></p> <p><i>Invigilator records supervised rest breaks (time and duration) on incident log and confirms full time given for examination</i></p> <p><i>Invigilator briefs EO after each examination on how candidate's performance in examination may have been affected by his/her condition</i></p> <p><i>EO discusses with pastoral lead if candidate is eligible for special consideration (candidate present but disadvantaged)</i></p> <p><i>EO processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence, supported by appropriate evidence signed by a member of the senior leadership team (Evidence retained until after the publication of results)</i></p> <p><i>Pastoral lead informs candidate that special consideration has been requested</i></p>
<p>Persistent and significant difficulties in accessing written text</p>	<p>Reader/computer reader</p> <p>25% Extra time</p> <p>Alternative rooming arrangements</p>	<p><i>Confirms candidate is disabled within the meaning of the Equality Act 2010</i></p> <p><i>Papers checked for those testing reading</i></p> <p><i>Computer reader/examination reading pen sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded</i></p> <p><i>AAO application for approval processed</i></p> <p><i>Supporting evidence, AAO approval, signed candidate personal data consent form and completed Data protection confirmation by the examinations officer or SENDCo form kept on file</i></p>

Significant difficulty in concentrating	<p>Prompter</p> <p>Alternative rooming arrangements</p>	<p><i>Gathers evidence to support substantial and long term adverse impairment</i></p> <p><i>AAO application for approval processed</i></p> <p><i>Supporting evidence, AAO approval, signed candidate personal data consent form and completed Data protection confirmation by the examinations officer or SENDCo form kept on file</i></p> <p><i>Confirms with candidate how and when they will be prompted</i></p> <p><i>Briefs invigilator to monitor candidate and the method of prompting (call out his name to bring his attention back to the paper - confirms requirement for alternative room)</i></p>
A wheelchair user	<p>Desk</p> <p>Rooms</p> <p>Facilities</p> <p>Seating arrangements</p> <p>Practical assistant</p>	<p><i>Applies for practical assistant to help candidate set up wheelchair and other equipment in a practical assessment; approval automatically fails so awarding body referral lists the tasks that will be performed</i></p> <p><i>Supporting evidence, AAO approval, signed candidate personal data consent form and completed Data protection confirmation by the examinations officer or SENDCo form kept on file</i></p> <p><i>Provides height adjustable desk in examination room</i></p> <p><i>Allocates examination room on ground floor near adapted bathroom facilities</i></p> <p><i>Spaces desks to allow wheelchair access</i></p> <p><i>Seats candidate near examination room door</i></p> <p><i>Confirms arrangements in place to assist the candidate in case of emergency evacuation of the examination room</i></p> <p><i>Practical assistant cover sheet printed from AAO; to be completed by facilitator and inserted inside the candidate's work where this may be applicable to the assessment</i></p>
Candidate emergency medical condition or operation ie broken arm impacting on them completing examination	<p>Seating Arrangements</p> <p>Practical Assistant</p>	<p><i>Medical evidence required – discharge notice/ GP documentation</i></p> <p><i>Review potential support – alternative room / scribe if unable to write / near door for access if requires rest breaks / access to toilet</i></p> <p><i>Practical assistant cover sheet printed from AAO; to be completed by facilitator and inserted inside the candidate's work where this may be applicable to the assessment</i></p>
Candidate suffering a significant anxiety attack when about to take an examination	<p>Late Arrival</p> <p>Seating Arrangement</p>	<p><i>(Note AA (section 5.16): Alternative rooming arrangements must reflect the candidate's normal and current way of working in internal school tests and mock examinations.</i></p> <p><i>Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.</i></p> <p><i>Pupil Support team – support pupil – give access to wellness room with support of staff to calm pupil</i></p> <p><i>Enable candidate to start examination late to allow time for candidate to be able to take examination – enable pupil to have full examination time</i></p> <p><i>Enable pupil to sit at rear of examination room to reduce disruption and easier for pupil to be seated for examination</i></p>