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**Manor Green College - Exam Access Arrangements Policy and Procedure**

*Policy adopted: 8 September 2015*

*Reviewed: 8 September 2016*

*Review: 5 September 2018*

**1. Introduction**

1.1. Definitions

Access Arrangements

Access arrangements are agreed before an assessment and give learners with learning difficulties and disabilities necessary provision to create an equal environment without affecting the integrity of the assessment.

Reasonable Adjustments

The Equality Act 2010 requires educational institutions to make reasonable adjustments where a disabled person would be at a substantial disadvantage in comparison to someone who is not disabled. By providing access arrangements the college is taking reasonable steps to avoid disadvantage.

Special Considerations

Special consideration is an adjustment to a candidate’s grade to reflect temporary illness, injury or other disposition at the time of the assessment.

1.2. Guiding Principles

The nature of the access arrangement will be determined according to the assessment needs of the individual candidate.

No unfair advantage should be given to the candidate.

Arrangements should be such that they do not mislead users of the certificate about the candidate’s achievement.

Arrangements should not reduce the validity and reliability of the assessment.

Account will be taken of the candidate’s usual method of working.

**2. Aim**

To ensure appropriate, effective additional assessments and exam access arrangements are in place for students with specific learning difficulties and that these arrangements are communicated to students, the Exams Officer, teachers and parents, as necessary.

**3. Scope**

To make appropriate, additional assessment and examination arrangements for students with specific learning difficulties at Manor Green College.

Reasonable adjustments to assessment arrangements may be necessary for learners with learning difficulties or disabilities.

These may include the provision of:

* Supervised rest breaks
* Extra time
* A separate room
* A reader
* A scribe/Speech recognition technology
* A modified paper for a British Sign Language user and/or use of a BSL communicator
* A prompter
* Oral Language Modifier
* Enlarged print papers or coloured papers

**4. Policy**

To ensure a robust and equitable policy is in place to inform staff, students and other parties of the procedures in place to ensure that reasonable adjustments are made to ensure fair and equal access to examinations and assessments for students at Manor Green College.

**5. Procedure**

Students are identified early in the Summer term prior to the year that they will be taking exams and/or starting coursework.

5.1. Formal Access Arrangement testing

Formal assessments are conducted in the autumn term.

Students with a statement or EHCP automatically qualify for a needs matched Access arrangements.

5.2. Formal assessment is a staged process:

**Stage 1: Pre-testing**

The SENCO will discuss the student’s needs with subject teachers and class tutors. This information will be used to start completing Form 8. The SENCO will contact parents/carers prior to the assessments to explain the procedure and to get parental permission (Appendix 1).

**Stage 2: Formal Testing**

Formal assessments are conducted to confirm access arrangements for exams. Assessments are carried out by qualified specialist teachers. No one assessment can be submitted as evidence. Assessments may include:

* WIAT 2 (untimed single word accuracy, reading comprehension, reading speed)
* WRAML 2 (individual's memory functioning and new learning)
* CTOPP (Comprehensive Test of Phonological Processing)
* DASH **(Detailed Assessment of Speed of Handwriting)**
* SDMT (**Symbol Digit Modalities Test)**

**Stage 3: Formal application for Access arrangements for examinations**

The outcome of assessment are recorded and summarised on the pupil profile sheet by the assessor. Completed forms are then discussed with subject teachers and the Exams Officer in order to advise of access arrangements. The online submission is carried out by the SENCO.

**Stage 4: Ensuring the Access Arrangements are normal practice**

It is the responsibility of the SENCO to ensure that all required information is collated and accessible to the Exams officer and wider staff body. The SENCO, in collaboration with colleagues and students, will monitor and ensure that Access Arrangements are normal working practice. The SENCO and exams officer will ensure that all paperwork required by JCQ is in order.

This Policy was formally reviewed and ratified on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of Governors

Review date: September 2018

**Appendix 1**

Data Protection Notice

**Student’s Name** - ……………………………………………………………………….

So that we can process your son/daughter’s application for access arrangements electronically via the Access arrangements online system we need your consent to share some of his/her personal data, which may include data relating to his/her learning difficulty, health, medical condition or any disability, with a number of organisations. In some cases, we may need to provide more detailed personal information to support the application for access arrangements being made on his/her behalf.

These organisations are the Joint Council for Qualifications (JCQ) and the participating awarding bodies (currently AQA, OCR, Pearson and WJEC).

Your application will be processed in line with the common standards, regulations and guidance developed for GCSE and GCE qualifications by the Joint Council for Qualifications (JCQ).

If you are happy for us to share his/her data please provide your consent by completing the declaration below. We will not use his/her data for any other purpose without your consent (unless authorised to do so by law).

Declaration

For the purpose of processing my son/daughter’s access arrangement application, I consent to the use of my son/daughter’s name, date of birth and other relevant data as set out above. I understand that this information will not be used for any other purpose without my consent unless authorised by law.

Signed ………………………………………………… Date ………………….

Print Name……………………………………………….