Babington Academy

Access Arrangements Policy 2026/27

Date of policy implementation: October 2018

Date of review: November 2026

Date of next policy review: October 2027

Babington Academy

Access Arrangements Policy

1. Policy

Babington Academy is committed to ensuring that all students, including those with a disability, reach their potential and that they are successful. We recognise that we have a duty towards disabled candidates as defined under the terms of the Equality Act 2010 and we will ensure that students with a disability, temporary, or otherwise, have the appropriate and approved access to examinations.

2. Objectives

The purpose of this policy is to detail how the school facilitates access to exams and assessments for candidates who, as part of their normal way of working, or on a temporary basis as a consequence of a temporary injury, require access arrangements.

3. Scope

This policy applies to all teaching staff, teaching assistants, invigilators, access arrangements assessor and the exams officer.

4. Impact on Workload and Working hours

The implementation of this policy should have minimal impact on workload and work-life balance. However, if the reporting and recording which is necessarily associated with this policy proves to be very onerous and begins to have an impact on workload, this will be taken account of in a review.

5. Roles and Responsibilities

5.1 As Head of Centre the Principal will have overall responsibility for the administration of Access Arrangements.

5.2 The Exams officer will work closely with the SENCO in ensuring that information is gathered and candidates are assessed by a qualified assessor.

5.3 The SENCO will:

- Gather evidence to support the need for access arrangements for a candidate
- Liaise with teaching staff to gather evidence of normal way of working of affected candidate
- Determine candidate eligibility for arrangements or adjustments that are Centre delegated
- Ensure that candidates have signed data protection notices from candidates where required

- Apply for approval through Access Arrangements online where required, or through the awarding body where the qualification sits outside the scope of AAO
- Keep relevant paperwork and evidence on file for JCQ inspection purposes
- Employ good practice in relation to the Equality Act 2010
- Liaise with the exam officer regarding exam time arrangements for access arrangements candidates
- Ensure staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangements
- Ensure criteria for candidates granted separate invigilation is clear and meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms
- Ensure that candidates work with the appointed access arrangements assessor to identify access arrangements requirements thereby ensuring that JCQ regulations are followed

5.4 Senior leaders, faculty leaders, subject leaders and teaching staff will:

- support the SENCO in identifying and implementing appropriate access arrangements
- provide evidence that this is a normal way of working for the student

6. Rational

6.1 The use of AA will reflect the normal way of working for the student and be appropriate to a candidates needs

7. Procedure

7.1 Teaching staff will identify students who, as part of a normal way of working, may require access arrangements

7.2 Teaching staff will complete a referral form

7.3 The SENCO and Access Arrangements Assessor will review the referral form alongside relevant data and documentation

7.4 Students will be assessed for Access Arrangements by the qualified AA assessor

7.5 An online application, where necessary, will be made as above.

Appendix 1

Candidates who may benefit from Access Arrangements:

- A learning difficulty which has a substantial and long-term adverse effect on the ability to write legibly
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisation problems when writing by hand

- Poor handwriting
- Temporary injury

8. Accountabilities

8.1. The SENCo must:

- ensure that applications are processed on time, no later than the published deadline;
- ensure that the full supporting evidence is in place before an online application is processed;
- review the evidence before an online application is processed, ensuring that the candidate does meet the published criteria for the respective arrangement;
- hold all supporting evidence and present such evidence to a JCQ inspector upon request; and
- ensure that the agreed access arrangement has been put in place before the candidate's first examination, e.g. internal school tests and mock examinations.

8.2. The assessor must:

- record the results of any tests completed indicating that the impairment has a substantial and long-term adverse effect on the candidate's performance;
- work only within their area of expertise and in an ethical fashion;
- use current editions of nationally standardised tests appropriate to the candidate;
- report the results of their assessment within Section C of Form 8; and
- provide the centre with evidence of their qualification(s).

Related Policies

- SEND Policy
- Disability Exam Policy
- Word Processor Policy
- Equality and Diversity Policy

Relevant Documents

- JCQ Adjustments for Candidates with Disabilities and Learning Difficulties - Access Arrangements and Reasonable Adjustments
- General Regulations for Approved Centres
- Instructions for Conducting Examinations

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Policy Approved (date) ……

Signed ……

Chair of Governors