



# **St. Anthony's Girls' Catholic Academy**



## **School Exam Access Arrangement Policy**

September 2025

Policy Review: July 2026

Signed by:

Mrs M Galbraith

Chair of Governors



## **Access arrangements policy 2025-2026**

This policy is reviewed annually to ensure compliance with current regulations

**Approved / reviewed by: N. Frame (SENDCo)**

**Date of next Review: September 2026**

### **Key staff involved in the access arrangements process**

<b>Role</b>	<b>Name(s)</b>
SENDCo	Nicola Frame
SENCO line manager (Senior Leader)	Judith Wallis Senior Assistant Head
Examinations Officer	Veronica Taroni
Assessor(s)	TBC



## Contents

Approved / reviewed by:.....	2
Date of next Review:.....	2
Key staff involved in the access arrangements process.....	2
What are access arrangements and reasonable adjustments? .....	4
Access arrangements .....	4
Reasonable adjustments.....	4
Purpose of the policy .....	4
The assessment process .....	4
The qualification(s) of the current assessor(s) .....	5
The access arrangement process .....	5
Processing access arrangements .....	5
Arrangements requiring awarding body approval .....	5
Centre-specific criteria for particular access arrangements .....	6
Separate invigilation within the centre .....	6



## What are access arrangements and reasonable adjustments?

### Access arrangements

*“Access arrangements are agreed before an assessment. They allow candidates with 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 disabled person would be at a substantial disadvantage in undertaking an assessment.*

*A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.*

*How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.*

*There is no duty on the Awarding Bodies to make any adjustment to the assessment objectives being tested in an assessment.”*

[[AA](#) Definitions, page 3]

### Purpose of the policy

The purpose of this policy is to confirm that St Anthony's Girls' catholic Academy complies 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](#).

The policy is annually reviewed to ensure that arrangements 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](#).

### The assessment process

Assessments are carried out by an assessor(s) appointed by the SENDCO/Examinations Officer. The assessor(s) is (are) appropriately qualified as required by JCQ regulations in [AA](#) 7.3.



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

Rachael Bowman – Level 7 Postgraduate Award of Proficiency in Assessment for Access Arrangements (PAPAA)

## The access arrangement process

### Years 7 and 8

- All students who have been identified as having Special Educational Needs or a disability at their primary school or who have been identified during years 7 and 8, will be monitored to build up a history of need and provision

### Year 9

- Whole school screening takes place in the Autumn Term to identify students who have required the support of exam access arrangements in Y7-9. Following this, a decision is made whether to formally assess based on SEN history and normal way of working in class.

### Year 10

- If there is sufficient evidence and history of need, an application for Access Arrangements will be made in the autumn term, in consultation with the student and parents/carers
- EAA are shared with teaching staff, exams officer and embedded into student SEN support plan

### Year 11

- Students with Access Arrangements will practise using them in examination situations during Mock Exams in Year 10 and 11
- All students with Access Arrangements must continue to be in need of the arrangements and use it for the duration of the examination series otherwise it may be withdrawn.

## 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 on page 2 of [AA](#). This tool also provides the facility to order modified papers for those qualifications listed on page 74.

AAO is accessed by logging in to any of the awarding body secure extranet sites. A single application is required for each candidate regardless of the awarding body used.



## Centre-specific criteria for particular access arrangements

### Separate invigilation within the centre

A decision where an exam candidate may be approved 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]

DRAFT