

## Access Arrangements – Parental Guidance

This is a summary of the process used to establish access arrangements for students with learning difficulties:

Class teacher is concerned that the **'specific needs'** of the student are disadvantaging them in assessments. They trial providing an **'access arrangement'** to see if this allows the student to demonstrate fully what they know and can do. This arrangement then becomes part of the student's **'normal way of working'**. The Class teacher refers them to the access arrangement assessors for testing.

Access arrangement specialist assessors test the student.

Evidence from teachers and data from access arrangement tests is used to apply to the Joint Qualifications Council (JCQ) for access arrangements to be approved, where test thresholds are met.

The JCQ approves the application and the exams officer and class teachers implement the access arrangements for assessments and examinations.

The JCQ specify that a **normal way of working** is a priority when considering awarding an Access Arrangement to a student. Therefore, whilst we will accept a private report from an educational psychologist and/or letter from a GP or other professional, we will not automatically award an Access Arrangement based upon it. It will trigger an internal investigation into the normal way of working for that student.