



## Examinations Department Policies and Procedures

### **Access Arrangements**

The Examinations Department may be able to make arrangements for candidates with disabilities and other difficulties if required. These arrangements could include a reader, scribe, word processor, adapted examination papers, extra time etc.

A JCQ Form 8 or Form 9 needs completing by the Inclusive Learning Manager or Sakina Hossany for candidates requiring access arrangements. Form 8 is required for learners who have learning difficulties, unless have an EHCP and a Form 9 is for any learners with communication/sensory/physical/social emotional needs.

All learners must complete a data protection consent form before applications are processed.

Once these forms have been completed you can process applications for access arrangements, for the awarding bodies that give us authorisation to do so. Applications can only be approved if it is the candidate's normal way of working.

All awarding bodies must be notified by completing their own documentation and sending them evidence if requested, before any further access arrangements are permitted.

In most cases permission must be sought from the Awarding Body, whose deadlines may be up to two month prior to the examination(s). If the Awarding Body's deadline is missed any access requests will not be processed.

The Awarding Body may require evidence of need, for example, a doctor's letter or Statement of Special Educational Needs or evidence that this is the candidate's normal way of working. In these cases, the Examinations Department will contact Learner Services Inclusive Learning team to request this information.