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| Woodhouse Grove School**Private Candidate Access Arrangements Evidence Collection Form** |



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| **Name:** | **Date of Birth:**  |
| **Exam Series: November January May/June**  |
| **Deadline for applications for Access Arrangements:****November: October 15th** **May/June: January 31st** **All evidence and any necessary assessments must be completed by the dates above.** |
| **Please identify your long term and substantial difficulties (put an X in the box):** |
| **Learning** |  | **Give a brief description of your current difficulties:** |
| **Communication**  |  |
| **A medical condition** |  |
| **Sensory or physical**  |  |
| **Social, emotional, mental health - SEMH**  |  |
| **List the access arrangements you require to access the assessments/exams so that you will not be disadvantaged:** |
| **List any access arrangements you have been previously awarded and the centre that made the application:** |
| **How have these arrangements helped you?** |
| **In what way/s will you be disadvantaged if you complete exams without these access arrangement in place?** |
| **Please give a brief history of your difficulties including:** |
| **Difficulties experienced in school:** |
| **Diagnoses and results of previous screening, psychological assessments, medical reports:** |
| **Details of support and adjustments received in school (in class, small group work, extra support/ intervention lessons):** |
| **Details of support, adjustments, access arrangements received in assessments, tests and exams:** |

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| **Complete this profile to record your Normal Way of Working (put an X in the correct box):** |
| **TIME** | **YES** | **NO** |
| **I always finish tasks after others, I routinely take longer than expected** |  |  |
| **I need extra time for assignments** |  |  |
| **I need extra time to process information** |  |  |
| **I often need oral instructions repeated** |  |  |
| **I need time to formulate an answer to a verbal question (slow responding)** |  |  |
| **I need careful explanations in straightforward language of tasks/assignment titles** |  |  |

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| **READING** | **YES** | **NO** |
| **I avoid reading out loud** |  |  |
| **I need complicated or longer texts read to me** |  |  |
| **I use a computer reader** |  |  |
| **I need occasional words to be read to me** |  |  |
| **I use an electronic reading pen** |  |  |
| **I have problems following written instructions** |  |  |
| **I re-read texts because I find it difficult to quickly grasp the idea of what I have read** |  |  |
| **I re-read texts because I find it hard to remember what I have read** |  |  |

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| **WRITTEN WORK** | **YES** | **NO** |
| **My handwriting is difficult to read (illegible)** |  |  |
| **I have difficulty copying from the board** |  |  |
| **I find it hard to keep up when taking notes**  |  |  |
| **I prefer to work on a laptop/computer rather than writing** |  |  |
| **I use speech recognition technology to scribe my work** |  |  |
| **I can explain things verbally with ease but I struggle to write anything down** |  |  |
| **My spelling is often unrecognisable as the target word – few can decipher it** |  |  |
| **My spelling may be incorrect but it is phonetically feasible – I and others can read what has been written.** |  |  |
| **I need support with grammar & punctuation** |  |  |

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| **MEMORY & CONCENTRATION** | **YES** | **NO** |
| **I have difficulty following oral instructions & often need them to be repeated** |  |  |
| **I have difficulty concentrating for long periods** |  |  |
| **I need to have instructions written down** |  |  |

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| **PRACTICAL TASKS** | **YES** | **NO** |
| **I prefer practical tasks to written ones** |  |  |
| **I understand better if I am able to consolidate learning through practical experience** |  |  |
| **VISION** | **YES** | **NO** |
| **I need texts and exam papers in large print or specific font** |  |  |
| **I use a coloured overlay when reading** |  |  |
| **I need written materials on coloured paper – if yes, which colour?** |  |  |

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| **ORGANISATION** | **YES** | **NO** |
| **My organisational skills are weak – I lose things and forget items I need to bring** |  |  |
| **I find it hard to meet deadlines** |  |  |
| **I find it difficult to work in a logical and organised way – I can flit from task to task** |  |  |

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| **EXAMS** | **YES** | **NO** |
| **I find revising for exams hard** |  |  |
| **I am unable to finish an exam in the time allowed** |  |  |
| **I panic when faced with tests** |  |  |
| **I need timely reminders to stay focused on a task** |  |  |
| **I need rest breaks to refocus or calm down** |  |  |

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| **Any other relevant information:** |
| Adapted from © Patoss Access Arrangements 2013/14 |
| **Attach/provide copies of further evidence available to support your application for Access Arrangements (put an X in the box):** |
|  | **Copy of EHCP (Education, Health and Care Plan)** |
|  | **Completed normal way of working form (from tutor/teacher)** |
|  | **Completed JCQ form 8 from current or previous school/college** |
|  | **Copy of Access Arrangement On-line approval from current or previous school/college** |
|  | **Report from educational psychologist or specialist assessor** |
|  | **Report detailing learning support and provision at school/college/university** |
|  | **Letter from consultant or other medical doctor** |
|  | **Letter form CAMHS/psychiatrist**  |
|  | **Report from local authority sensory impairment service/ a speech and language therapist / an occupational health specialist etc** |

**Please return this form and any supporting evidence to:**

**Beth Monk (SENCO):** **monk.b@woodhousegrove.co.uk**

**Jane Norris (Exams officer):** **norris.j@woodhousegrove.co.uk**

**Phone 0113 250 2477 | Direct line: +44 (0)113 238 6072**

**Woodhouse Grove School, Apperley Bridge, Bradford, BD10 0NR**

**Exam Centre 37601**

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