



Woodhouse Grove School

Private Candidate Extra Information: Access Arrangements

Possible Access Arrangements:

Extra time - 25%
Extra time – greater than 25%
Rest breaks
Use of a word processor – spell check disabled
Use of a word processor – spell check enabled (instead of scribe).
Reader (probably computer reader/reading pen only, limited availability)
Scribe (limited availability)
Modified papers – coloured paper/enlarged text
Coloured Overlays
Ear Defenders
Small venue invigilation for significant medical/psychological needs (limited availability)
Separate invigilation for very significant medical/psychological needs (very limited availability)

The deadlines for arrangements:

November 2023 exam series is October 15th 2023

June 2024 exam series is January 31st 2024.

JCQ regulations with respect to applications for Access Arrangements for private candidates state:

The exam centre must undertake the necessary and appropriate steps to gather an appropriate picture of need and demonstrate normal way of working for a private candidate. This includes distance learners and home-educated students. The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. The centre must comply with the obligation to identify the need for, request and implement access arrangements.

These requirements result in additional financial costs because of the extra work involved.

CENTRE APPROVED ACCESS ARRANGEMENTS	EXAM BOARD APPROVED ARRANGEMENTS REQUIRING ASSESSMENT
EAR DEFENDERS REST BREAKS, WORD PROCESSOR, COLOURED PAPERS/OVERLAYS, SEPARATE INVIGILATION, ANY OTHER ACCESS ARRANGEMENTS SUPPORTED BY AN EHCP	EXTRA TIME, READER, SCRIBE WORD PROCESSOR (WITH SPELL CHECK ENABLED INSTEAD OF A SCRIBE)
THIS CENTRE MUST: COLLECT EVIDENCE OF HISTORY/ PICTURE OF NEED, NORMAL WAY OF WORKING. COMPLETE DOCUMENTATION.	THIS CENTRE MUST: COLLECT EVIDENCE OF HISTORY/ PICTURE OF NEED, NORMAL WAY OF WORKING, ARRANGE THE REQUIRED ASSESSMENTS. COMPLETE DOCUMENTATION. MAKE APPLICATION FOR ACCESS ARRANGEMENTS APPROVAL.

The regulations stipulate that we are not allowed to make additional charges to support access arrangements. Unfortunately, as a result, places for private candidates with access arrangements are likely to be very limited.

To begin the process of collecting the required documentary evidence to proceed with an application for access arrangements:

FOR ALL NEW APPLICATIONS FOR ACCESS ARRANGEMENTS:

- 1. Please complete the access arrangements evidence collection form and data protection notice.**
- 2. Please also ask any professionals, outside the family, who have knowledge of the candidate's history, needs and normal way of working, to complete the tutor form (attached), if relevant.**
- 3. Please send copies of any additional evidence to support your case. Some suggestions are listed below:**
 - 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 from CAMHS/psychiatrist
 - Report from local authority sensory impairment service/ a speech and language therapist / an occupational health specialist etc
 - As soon as the evidence has been collected, we will contact you concerning the next step in the process.

FOR THOSE WITH ACCESS ARRANGEMENTS ALREADY IN PLACE AT A DIFFERENT CENTRE:

JCQ regulations (Access Arrangements and Reasonable Adjustments 1 September to 31 August 2022 p 32) 'The rolling forward of a form 8 can apply where the candidate remains within the same centre or moves to a different centre.'

- 1. Please complete the attached evidence collection form and data protection notice.**
- 2. Please also ask any professionals, outside the family, who have knowledge of the candidate's history, needs and normal way of working, to complete the tutor form (attached), if relevant.**
- 3. Please send copies of evidence listed below:**
 - A pdf of a fully completed form 8 from your previous centre both signed and dated appropriately, and containing details of the standard scores for assessments completed since year 9
 - Proof/confirmation of the assessor's level 7 qualification

Thank you for your cooperation.

Beth and Jane

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