



Woodhouse Grove School

Private Candidate Extra Information: Access Arrangements 2024-2025

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/computer reader/reading pen (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 providing all access arrangements paperwork:

November 2024 exam series - 1st October 2024 (All boards except CIE, CIE deadline 18th September 2024)

June 2025 exam series – 12th February 2025 (All boards)

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 regulations also state that a centre must not make additional charges to support access arrangements.

Centre approved access arrangements	Exam board approved arrangements requiring assessment
Ear defenders Rest breaks Word processor (spell check disabled) Coloured papers/overlays Small Venue Invigilation Separate invigilation	Extra time Reader Scribe Word processor (with spell check enabled instead of a scribe)
Evidence required: Evidence of need Normal way of working JCQ Data protection form This centre cannot approve an access arrangement until all of the necessary evidence has been collected.	Evidence required: Evidence of need (medical or assessment by appointed assessor) Normal way of working JCQ Data protection form This centre cannot make an application for access arrangement approval until all of the necessary evidence has been collected.

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

FOR THOSE APPLYING FOR ACCESS ARRANGEMENTS FOR THE FIRST TIME:

- 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 normal way of working, to complete the Tutor Form, if relevant.**
- 3. Please send copies of any additional evidence to support your case. Some suggestions are listed below:**
 - EHCP (Education, Health and Care Plan)
 - Letter from a consultant or registered specialist
 - Report from educational psychologist or specialist assessor
 - Letter from CAMHS/psychiatrist
 - Report from local authority sensory impairment service/ a speech and language therapist / an occupational health specialist etc.
 - Report detailing learning support and provision at school/college/university

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

- 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 normal way of working, to complete the Tutor Form, if relevant.**
- 3. Please send copies of evidence listed below:**
 - **A fully completed Form 8 and/or Form 9 from your previous centre both signed and dated appropriately.**
 - **Form 8 must contain details of the standard scores for assessments completed since year 9 and must be accompanied by Proof/confirmation of the assessor's level 7 qualification.**
 - **A copy of any in date Access Arrangement Online confirmation is also helpful, but not essential.**

As soon as the evidence has been collected, we will contact you concerning the next step in the process.

Thank you for your cooperation.

Beth and Jane

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

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