



THE PARK COMMUNITY SCHOOL

Examinations Access Arrangements Policy

Policy Update

Policy Lead Person: Headteacher

Approved By: Teaching and Learning Committee (14.11.2019)

Next Review Date Due: 09/21

- Staff *must* sign
- Staff *should* sign
- Governors *should* sign
- Publicly Available

School Examinations Access Arrangements Policy

Rationale

In line with the 2010 Equality Act, The Park Community School is committed to providing equal opportunities for all pupils. Where pupils have a need which prevents them from accessing examinations and puts them at an unfair disadvantage, access arrangements will be provided.

What are exam access arrangements?

The access arrangements provided at The Park Community School include:

- **A scribe:** a trained adult who writes for the candidate. The candidate would dictate their answers. The scribe would write exactly what they say. Also known as amanuensis.
- **A reader:** a trained adult who would read the question and any relevant text, where permitted, for the candidate. The candidate would then write the answer/s themselves.
- **A Word processor:** candidates who have touch-typing skills may, where necessary, use a word processor. Sometimes spelling and grammar checks would be disabled and a special exam account would be used with no internet access. In some circumstances, candidates may be entitled have the spell check enabled on the word processor, depending on the application made.
- **Extra time:** candidates may be entitled to an allowance of up to 25% depending on the evidence of a history of need and the judgments of the designated Specialist Teacher. In some exceptional circumstances, candidates may be entitled to an allowance of up to 50%.
- **Rest breaks:** where candidates are permitted to stop for short break/s during the exam and the time stopped is added to the finish time, with the effect of elongating the exam but not actually using any extra time.
- **Prompt:** a trained adult can prompt candidates with a few permitted phrases to refocus.
- **Alternative Accommodation:** alternate placement in the Study and Support Centre away from the normal provision for reasons of emotional need.

Selection

The SENDCO will identify students who have a history of need which has been evident during their primary education or in KS3. These students will be assessed at the end of year 9. In keeping with the JCQ regulations, a specialist teacher appointed by the SENDCO/Head of Centre will conduct the assessments. These will determine what, if any, arrangements are needed for the examinations.

Permission will only be granted where arrangements are

- *their normal way of working*
- *meet the conditions set out by the JCQ (Joint Council for Qualifications)*
- *backed by evidence which shows a history of need*

For students requiring alternative accommodation who are not known to the SENDCO during KS3 will be referred via the Care Meeting prior to exam periods. Referrals will not be made in any other way.