**Roselyn House School and The RHISE Service**

**ACCESS ARRANGEMENTS POLICY**

**This Policy should be read in conjunction with Roselyn House School and The RHISE Service SEND Policy and Single Equality.**

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements fall into two distinct categories: some arrangements are delegated to centres, others require prior JCQ awarding body approval.

Access Arrangements(including modified question papers) enable candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment and take exams without changing the demands of the assessment. For example, readers, scribes and Braille question papers. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make ‘reasonable adjustments’.

**Reasonable Adjustments**

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.

How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

There is no duty on the Awarding Bodies to make any adjustment to the assessment objectives being tested in an assessment.

From JCQ ‘Instructions for Conducting Examinations’

**Invigilation arrangements for candidates with access arrangements**

*Where the invigilator additionally acts as a practical assistant, a reader and/or a scribe, as in paragraphs 13.2 to 13.4, the centre must additionally use a ‘roving’ invigilator. The ‘roving’ invigilator will enter the room at regular intervals in order to observe the conducting of the examination, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the examination.*

**Language Modifier**

Wherever possible the candidate and the Language Modifier should be accommodated in another room.

A separate Language Modifier and invigilator must be available for each candidate. The invigilator must listen carefully and observe the conduct of the Language Modifier throughout the duration of the examination. The invigilator must countersign the cover sheet ensuring that it accurately reflects the actions of the Language Modifier during the examination.

**Practical assistant**

Candidates using a practical assistant may need to be accommodated in another room.

Where the candidate and practical assistant are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the practical assistant.

The practical assistant must be made aware, prior to the examination, of the task(s) he/she will be performing as specifically approved by the awarding body.

**Computer reader/reader**

The centre is responsible for ensuring that the candidate and reader cannot be overheard by or distract other candidates. (This will also apply if the candidate uses a computer reader.)

Where the candidate and reader are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the reader.

Where candidates only require occasional words or phrases to be read, three or four candidates may share one reader. The candidate will need to put up their hand or use a prompt card when he/she needs help with reading. If the group is accommodated in another room, a separate invigilator will be required.

**Scribe/speech recognition technology**

The centre is responsible for ensuring that the candidate and scribe cannot be overheard by or distract other candidates. (This will also apply if the candidate uses speech recognition technology.)

Normally, the candidate and scribe will be accommodated in another room. Where the candidate and scribe are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the scribe.

**Communication Professional**

Candidates requiring the use of a Communication Professional may need to be accommodated in another room, in which case a separate invigilator will be required.

**General principles for invigilating candidates with access arrangements**

Where a person is appointed to facilitate an access arrangement, i.e.

a) a Communication Professional;

b) a Language Modifier;

c) a practical assistant;

d) a prompter;

 e) a reader; or

f) a scribe;

he/she is responsible to the exams officer and must be acceptable to the head of centre. The person appointed must not normally be the candidate’s own subject teacher. Where the candidate’s own subject teacher is used, a separate invigilator must always be present. The person appointed must not be a relative, friend or peer of the candidate. A private tutor cannot facilitate an access arrangement.

**The head of centre must ensure that the person appointed is a responsible adult, is appropriately trained and fully understands the rules of the access arrangement(s).**

**It is not acceptable for a centre to use a Year 12 or Year 13 candidate to facilitate an access arrangement.**

Invigilators and those acting as a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe must fully understand the respective role and what is and what is not permissible in the examination room (see section 12).

Additionally, exam officers must ensure that those acting as:

a) a Communication Professional;

b) a Language Modifier;

c) a practical assistant; or

d) a scribe;

are provided with the appropriate cover sheet prior to the examination commencing. This will enable the cover sheet to be completed during the examination and accurately reflect the activities performed by the Communication Professional, Language Modifier, practical assistant or scribe, as appropriate.

*The invigilator may act as a prompter, a practical assistant, a reader and/or a scribe where the candidate is accommodated separately on a one-to-one basis.*

*If the prompter is also acting as a Language Modifier, a separate invigilator will be required.*

**Access Arrangements**

The following arrangements may be provided to a candidate at the time of his/her examinations without prior approval:

• amplification equipment;

• braillers;

• closed circuit television (CCTV);

• coloured overlays;

• low vision aid/magnifier;

• optical character reader (OCR) scanners.

**Bilingual translation dictionaries**

A bilingual translation dictionary must:

a) only be used in examinations by a candidate whose first language is not English, Irish or Welsh; and

b) reflect the candidate’s normal way of working within the centre.

Unless an awarding body’s specification says otherwise, a bilingual translation dictionary may be used in GCE AS, A2 and A-level examinations.

A bilingual translation dictionary must not however be used in the following GCE and GCSE examinations:

a) English/English Language examinations;

b) Irish or Welsh Language examinations; or

c) Modern Foreign Language examinations testing one of the languages of the dictionary or a similar language, for example a Portuguese dictionary in a Spanish examination.

Additionally, due to the assessment of Spelling, Punctuation and Grammar, a bilingual dictionary must not be used in:

a) GCSE English Literature examinations;

b) GCSE Geography examinations;

c) GCSE History examinations;

d) GCSE Religious Studies examinations; and

e) GCSE Welsh Literature examinations.

*Exceptions to these rules are: The Writing Test in GCSE Bengali, GCSE Modern Hebrew and GCSE Panjabi where the specification states that all candidates must have access to a bilingual dictionary.*

A standard bilingual translation dictionary must be used by the candidate. This may be an electronic bilingual translation dictionary or more typically a hard copy paper bilingual translation dictionary.

Monolingual dictionaries (which define words and phrases), translators (including web based translators), wordlists or glossaries must not be used.

The bilingual translation dictionary must not:

a) contain/display pictures; or

b) provide an explanation or clarification of words and phrases.

As an example, a Polish to English bilingual translation dictionary must simply be the word in Polish and the equivalent word in English.

Bilingual translation dictionaries to be used in the examination must be:

a) held in the centre under secure conditions; and

b) thoroughly checked to ensure that no unauthorised information such as notes, or revision data, have been enclosed within or written on the pages of the dictionary.

A candidate using a bilingual translation dictionary which contains notes or revision data will lose their marks and their right to this arrangement.

Translation of either examination material or the candidate’s answers into or from the candidate’s first language is not permitted.

The regulations for the use of bilingual translation dictionaries must be adhered to; failure to do so can lead to the disqualification of the candidate.

**Bilingual translation dictionary and 10% extra time**

For the use of a bilingual translation dictionary and 10% extra time, centres must refer to the JCQ publication Access Arrangements and Reasonable Adjustments 1 September 2021 to 31 August 2022:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

**Colour naming by the invigilator for candidates who are colour blind**

This arrangement will not be permitted where the ability to identify specific colours forms part of the assessment objectives.

No other information or explanation can be given to the candidate. If the candidate has been using a colour chart, he or she will be permitted to do so in written examinations or practical examinations.

Where coloured images are included in a question paper, but do not form part of the assessment objectives and are not specifically testing the candidate’s knowledge and understanding of the paper, the centre may photocopy the question paper into black and white (up to 90 minutes before the awarding body’s published starting time for the examination) where considered beneficial to the candidate.

**Prompter**

A prompter may be permitted by the SENCo where a candidate has little or no sense of time, or loses concentration easily, or is affected by an obsessive-compulsive disorder which leads them to keep revising a question rather than moving onto other questions.

A prompter is a responsible adult who may sit beside the candidate in order to keep him or her focused on the need to answer a question and then move on to answering the next question.

A prompter is not a practical assistant, a reader or a scribe but the same person may act as such, provided permission has been given for any of these arrangements.

The prompter is responsible to the exams officer and additionally must be a person acceptable to the head of centre.

The prompter must not normally be the candidate’s own subject teacher and must not be a relative, friend or peer of the candidate. A private tutor cannot act as a prompter for the candidate.

A prompter:

a) may use the following prompts either vocally or written on a flash card such as: ‘Jack - focus on the question’; ‘Jack - there are 15 minutes left’;

b) may tap on the desk or on the candidate’s arm, depending on what is normal practice, in order to remind the candidate that he or she must pay attention to the question or that it is time for the candidate to move on to the next question;

c) may use the candidate’s name as an appropriate prompt during the examination in order to bring the candidate’s attention back to the question paper, e.g. ‘Jack’;

d) must abide by the regulations since failure to do so could lead to the disqualification of the candidate;

e) must not advise the candidate about which questions to do, or about the order in which questions should be answered;

f) must not give factual help or offer any suggestions or communicate in any way other than those listed above.

**Read aloud and/or an examination reading pen**

The arrangement, as permitted by the SENCo, must reflect the candidate’s normal way of working in internal school tests and mock examinations.

A permitted examination reading pen, provided by the centre, must not have an in-built dictionary or thesaurus, or a data storage facility.

A candidate using an examination reading pen may be accommodated within the main examination hall. However, the candidate must use headphones plugged into the examination reading pen.

**Separate invigilation within the centre**

A candidate may only take their examinations under separate invigilation within the centre where he/she has an established difficulty - see section 5.16 of the JCQ publication Access Arrangements and Reasonable Adjustments 1 September 2021 to 31 August 2022:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

Where candidates are subject to separate invigilation within the centre, the regulations and guidance within this booklet must always be adhered to. This is particularly so in relation to accommodation and invigilation arrangements (see sections 11 and 12 of ‘ICE’).

**Braille transcript**

Manual braillers will require transcription into print. Braille scripts must be transcribed by the centre.

The Braille transcript must be:

a) produced by a member of the centre’s staff, which may include the candidate’s subject teacher, who is fully competent in the Braille code for the subject concerned;

b) an exact copy of the candidate’s Braille script which is made after the examination has taken place and without the participation of the candidate. The transcriber must not insert or omit any words, nor alter their order. Spellings and technical terms must not be corrected.

A Braille transcript cover sheet (Form 5) must be:

a) printed from the JCQ website:

<https://www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration/forms>

b) inserted inside the candidate’s transcript. The candidate’s Braille script must also be despatched to the examiner/awarding body.

*The production of the Braille transcript must not delay the despatch of other scripts to the awarding body/examiner. Additional information must not be sent to the awarding body/examiner.*

**Word processors (computers, laptops and tablets)**

Centres can provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, to a candidate where it is their normal way of working within the centre, unless an awarding body’s specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic brailler or a tablet.

Tablets are designed to run for a long period of time once fully charged. Their purpose is to be ‘free-standing’.

The battery capacity of a laptop or a tablet must be checked before the candidate’s examination(s) and the centre must ensure that the battery is sufficiently charged for the entire duration of the examination.

The use of a fully-charged laptop or tablet will allow centres to seat a candidate within the main examination hall without the need for separate invigilation and power points.

Candidates must be reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer:

e.g. 46728/0001 – 6391/01.

If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way

Each page of the typed script must be numbered, e.g. page 1 of 6.

Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up ‘autosave’ on each laptop/tablet. This will ensure that if there is a complication or technical issue, the candidate’s work is not lost.

***In order to make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.***

A word processor:

a) must be used as a typewriter, not as a database, although standard formatting software is acceptable;

b) must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate;

c) must be in good working order at the time of the examination;

d) must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;

e) must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers;

f) must be used to produce scripts under secure conditions, otherwise they may be refused;

g) must not be used to perform skills which are being assessed;

h) must not be connected to an intranet or any other means of communication;

 i) must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;

j) must not include graphic packages or computer aided design software unless permission has been given to use these;

k) must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body’s specification permits the use of automatic spell checking;

l) must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;

m) must not be used on the candidate’s behalf by a third party unless the candidate has permission to use a scribe. An awarding body may require a word processor cover sheet to be included with the candidate’s typed script. Please refer to the relevant awarding body’s instructions.

Please see the link below for Form 8 which needs to be completed when applying for Access Arrangements.

[Application for Access Arrangements Form-8-21-22](https://roselynhouse-my.sharepoint.com/%3Aw%3A/g/personal/kirsty_roselynhouseschool_co_uk/EUJepqYVOpNLmNw3gTz6g0YBkOXCoGpuPEAD-h-HCI8tSg)

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