



Sandringham School

'Everybody can be Somebody'



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Deputy Headteacher: Mark Nicholls, BA (Hons)

Letter No: 118/2023

3rd February 2023

Dear Parents/Carers,

Exam Access Arrangements Assessments Consent

Access Arrangements allow students with Special Educational Needs and Disabilities (SEND) or temporary injuries to access the assessment without changing the demands of the assessment, for example, a reader, extra time or Braille question papers. In this way Awarding Bodies are able to comply with the duty of the Equality Act 2010 to make 'reasonable adjustments' for those students.

As students embark on their exam courses, a small number of students who meet the criteria set by the JCQ (Joint Council for Qualifications) are eligible for Access Arrangements. The JCQ are clear that any Access Arrangements must be a student's normal way of working and that there is a history of need. So, for example, if a student is eligible for extra time, this would be supported by evidence from subject teachers showing that there is a clear and ongoing need. Similarly, if a student were to need the use of a word processor, this would be as a result of meeting clear criteria rather than a preference.

Students are assessed in school by Miss Borman who is a specialist assessor. In all but very exceptional circumstances, the current JCQ criteria require students to have at least one score from our battery of assessment material, which is below average for processing speed and a second score which is either below average or low average.

There is a clear system in place in school for students to be assessed. All students who are on the SEND register are automatically assessed, although it is worth noting that these students are not necessarily eligible for Access Arrangements, and there must also still be evidence from subject staff supporting a need. For students who are not on the SEND register, teachers complete a subject evidence form which triggers the testing process. Again, students are not necessarily eligible as they still need to meet the criteria set by JCQ. Subject staff, the exams office and the SEND department are made aware of students who are eligible for Access Arrangements.

A subject teacher may refer a student for testing from Year 9 onwards, if they feel the student may need Access Arrangements, although it is exceptional for a student in Year 11 upwards to be assessed. If a student is assessed, they are given a letter to take home which states if they are eligible and if so, for what exam Access Arrangements will apply.



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If you do not wish your child to be assessed, please complete the google form within the next 7 days, using the link provided.

<https://forms.gle/wvTx9oHXLUSgmNrD8>

If this is not completed, it will be assumed that the student may be assessed if they are on the SEND register or there is a request / evidence from a subject teacher.

Yours sincerely,

Ciboney Durrant
SENDCO

Vikki Borman
Specialist Access Assessor