



**ST IVO
ACADEMY**
Astrea Academy Trust
INSPIRING BEYOND MEASURE

Access Arrangements Policy (Exams)

Approved: November 2023

Next review due: November 2025

Introduction

What are Access Arrangements and Reasonable Adjustments?

Access Arrangements

Access arrangements are agreed before an assessment. They allow candidates with specific needs such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind access arrangements is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

Reasonable Adjustments

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. An example would be a Braille paper which would be a reasonable adjustment for a vision impaired candidate who could read Braille. A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements. Whether an adjustment will be considered reasonable will depend on a number of factors which will include but are not limited to:-

- The needs of the disabled candidate.
- The effectiveness of the adjustment.
- The cost of the adjustment.
- The likely impact of the adjustment upon the candidate and other candidates.

An adjustment will not be approved if it:-

- Involves unreasonable costs to the awarding body.
- Involves unreasonable timeframes.
- Affects the security and integrity of the assessment.

This is because the adjustment is not reasonable.

Purpose of the Policy

The purpose of this policy is to confirm that St Ivo Academy has a written record which clearly shows the centre is leading on the access arrangements process and is complying with its obligation to identify the need for, request and implement access arrangements.

This policy is annually reviewed to ensure that processes are carried out in accordance with the current edition of the JCQ publication Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments.

The Assessment Process

Assessments are carried out by an assessor (SENDCO) appointed by the Principal of St Ivo Academy. The assessor is appropriately qualified as required by JCQ regulations.

At the point an assessor is engaged/employed by St Ivo Academy, evidence of the assessor's qualification is obtained and checked against the current requirements. This process is carried out prior to the assessor undertaking any assessment of a candidate.

The current assessor's qualification is 'SFJ Awards Level 7 Organisation Postgraduate Award of Proficiency In Assessment for Access Arrangements (PAPAA)' dated 2nd July 2021. Evidence of the assessor's qualification is held on file by SENDCO in Student Services for inspection purposes and is available for presentation to the JCQ Centre Inspector.

APPENDIX 1

Name: _____

Job Role: _____

Date: _____