



Procedure for Access Arrangements (AA)

Students who had an AA for their KS2 SATS:

These unfortunately can't be transferred to KS3 as the school needs to build their own evidence/ complete official testing. However, it does help to build a 'picture of need' if an AA is required at a later date.

Years 7-9 (KS3): Evidence of need sheet to be completed by **teachers and TAs** to help build a picture of need for access arrangements.

Responsibility: Teachers and TAS

AAs are now given **subject by subject** and are based on the teacher evidence supplied.

Summer term of Year 9 (no earlier as JCQ only allow 26 months from testing to end of exams): Start testing students on SEND provision map according to their evidence of need (needs to have evidence from 3 subjects).

Responsibility: Learning Support

Students with a Substantial Impairment: If students have either an **Education Health and Care Plan (EHCP)** or an official diagnosis of:

- Autistic Spectrum Condition (ASC)
- Speech, Language & Communication Needs (SLCN)
- Visual Impairment (VI)
- Hearing Impairment (HI)
- Multi-sensory Impairment (MSI)
- Attention Deficit Hyperactive Disorder (ADHD)
- Attention Deficit (ADD)

No testing needed to be done however, more evidence needs to be gathered from subject teachers through '**Subject Teacher File Note**' (orange form in pigeonholes). From this information a '**SENDCo File Note**' is produced (**No Form 8 Needed**).

Responsibility: Learning Support

If enough evidence is provided: Students are given an initial **screening test** on a computer programme called LUCID.

Case closed if scores from this are **above average** (although this doesn't mean a student cannot be tested again if more evidence becomes available later).

If scores are **below average**, a **further testing appointment** is made to determine which AA's are needed (in line with initial test scores and teacher evidence).

If evidence and scores suggest an AA provision, a '**Form 8**' is completed. If applying for a **reader** (this is based on teacher evidence only) or **Supervised Rest Breaks (SRB)** this is applied using a separate file note (supporting medical evidence needed for SRB).

School applies for AA using the Form 8/ SENDCo File Note through '**JCQ's (Joint Council for Qualifications) Access Arrangements Online**' programme.

Responsibility: Exams Office

Once approved, the AA is updated on the Teacher's AA Spreadsheet (LS), Paperwork is filed as evidence (LS and EO) and letters are sent home (LS).