

**communicate-ed**



supporting special needs in education

The UK's largest Examination Access  
Arrangements Training Provider

# **Training Catalogue 2023**

# Communicate-ed

At Communicate-ed we are passionate about seeing people developed to their true potential. That passion drives our training portfolio, providing the knowledge and tools for education professionals to work with understanding and effectiveness, to the benefit of students who might otherwise be disadvantaged.

For full details of all courses and booking information please go to:

[www.communicate-ed.org.uk](http://www.communicate-ed.org.uk)

# Access Arrangements

## JCQ Examination Access Arrangements Training (for New Delegates) (EAA1) SASC APPROVED for 5 hours Core CPD

Course Tutors: Caroline Read, Lia Castiglione  
8 hours | £135

Also available as a live webinar and face to face. See website for details.

Additional £10 for validated assessment

For everyone involved in Examination Access Arrangements including Specialist Teachers, SENCos, Inclusion Coordinators, Examination Officers and Educational Psychologists working at school and FE level. The course incorporates changes for this year's JCQ regulations, including changes to the 'Access Arrangements Online' system.

## JCQ Examination Access Arrangements Training (Update/Refresher) (EAA2) SASC APPROVED for 3 hours Core CPD

Course Tutors: Caroline Read, Lia Castiglione  
3.5 hours | £85 (+£10 if you require professionally printed course materials)

Also available face to face and virtually via our September Conferences.

Additional £10 for validated assessment

Covering the JCQ regulations with special reference to the changes for the current year, including updates to 'Access Arrangements Online'. Please note: This is not a basic course and assumes a level of knowledge and experience. Delegates are required to confirm that they have a good knowledge of the previous JCQ regulations.

## Access Arrangements for General Qualifications: Regulations, Assessment & Report Writing (AA RARW) SASC APPROVED for 6 hours Core CPD

Course Tutors: Caroline Read, Lia Castiglione  
6 hours | £140

Designed to support assessors working in the area of Access Arrangements who need SASC approved CPD, this course is presented in 3 sessions:

- Principles for Educational Testing (selecting reliable and appropriate tests, terminology and the ethics of assessment)
- JCQ Regulations and Documentation
- Case Studies, giving an opportunity to put learning into practice

# Access Arrangements

## An Overview of Access Arrangements (EAAO)

Course Tutor: Caroline Read

40 minutes | £40

During this 40 minute course, which is suitable for tutors, subject teachers, managers and support assistants, Caroline gives a brief overview of Access Arrangements for General Qualifications (GCSE, GCE, ELC etc). She outlines the rationale, describes the arrangements which are available to students and explains the responsibility to implement arrangements in lessons.

The fee for this presentation allows any members of staff (teaching and non-teaching) from a single centre to view the course together during the login period with no additional delegate charge.

## Extra Time in Exams - how to assess the need (EAAET)

Course Tutors: Caroline Read, Lia Castiglione

2.5 hours | £60

The Joint Council for Qualifications requires centres to apply for candidates needing extra time using the Access Arrangements Online system. Applications must be supported by appropriate evidence. This course equips delegates to judge when extra time is appropriate and how much time should be given. It covers issues concerning extra time for candidates with learning difficulties (including relevant assessments), physical disabilities, sensory impairments and other difficulties, and also includes guidance on how to use Extra Time.

## Training for Language Modifiers in Exams (LM) - in association with CIEA

Course Tutors: Derek Heppenstall, Caroline Read

5 hours, plus approx. 2-3 hours reading and tasks | £200

Update/Refresher for previous delegates | £85

A Language Modifier must have successfully completed accredited training. This course will explain the JCQ regulations and equip delegates to make modifications to the carrier language of exams without advantaging or disadvantaging the candidate.

**Please note: this is an assessed course, externally endorsed by the Chartered Institute of Educational Assessors (CIEA).**

# Testing/Assessment

## Selecting, Using and Interpreting Standardised Tests: Principles in Educational Testing (STPET)

**SASC APPROVED**

Course Tutors: Lia Castiglione, Caroline Read, Ally Howes.

10 hours | £230

Covering key aspects for consideration when choosing standardised tests and the correct administration and interpretation of these tests. There will be the opportunity to consider in depth the following tests: WRIT, WRAT5, GORT5, DASH, CToPP2, DRA3 and Access Reading Test. The following options can be substituted on request: ART2, BPVS3, Dyslexia Portfolio, KTEA 3, SPaRCS, TOMAL2, TOWRE2, WIAT IIIuKt, WJIV UK&IRE, YARC.

## Diagnostic Assessment of Pre and Post 16 Students - Tests, Interpretation & Report Writing (DARW)

**SASC APPROVED**

Course Tutor: Lia Castiglione

5 hours | £140

(Group discount available - please contact us for details.)

SASC are conducting a consultation, with a view to publishing new guidance on Diagnostic Assessment in the Autumn 2023. We have therefore withdrawn our previous Diagnostic Assessment course, and we will make our new course available asap after that. The course will provide guidance on the SASC report formats for diagnostic assessment of pre and post 16 students. It will be written from a practitioner's perspective and give guidance on writing clear, accurate reports that follow the recommended guidelines. It will also address common issues that arise when carrying out diagnostic assessments.

## Remote Assessment for Examination Access Arrangements (RAEAA)

Course Tutor: Caroline Read, Lia Castiglione

100 mins plus 1 hour further reading | £40

This course provides guidance for carrying out access arrangements assessments over a live video call. Practical considerations are covered, pros and cons are explored, links to further advice from publishers and other bodies are provided. The course includes information about which awarding bodies and publishers have approved this guidance.

# Small Byte CPD

## Small Byte CPD (SBCPD)

### \*SASC APPROVED

A range of short courses about assessing for Access Arrangements and the administration and interpretation of a range of tests. More information at [www.communicate-ed.org.uk/smallbytecpd](http://www.communicate-ed.org.uk/smallbytecpd)

Course Tutors: Various

Average length 60-90 minutes

1 course £30 | 2 courses £45 | 3 courses £60 | 4 courses £75

It will be helpful to have access to the relevant manual as you access the presentation. However, this is not essential as the presenter will show the appropriate pages on the screen. You will need access to an original copy of the record/examiner forms for most of the tests listed. We can supply you with a form for a small fee.

### Courses about Access Arrangements in Exams

- Providing Evidence of Normal Way of Working
- \*Assessing Students with EAL for Access Arrangements
- Using Assistive Technology in Exams
- \*Collating and Interpreting Evidence for Access Arrangements
- Understanding the Impact of Neurodiversity on Examinations
- The Equality Act 2010 & Access Arrangements

### Courses covering the administration and interpretation of individual tests

- \*Adult Reading Test 2
- \*British Picture Vocabulary Scale 3
- \*Comprehensive Test of Phonological Processing 2
- \*Detailed Assessment of Speed of Handwriting
- \*Dyslexia Portfolio
- \*Diagnostic Reading Analysis 3
- \*Gray Oral Reading Test 5
- \*Kaufman Test of Educational Achievement 3
- \*SPaRCS
- \*Test of Memory and Learning 2
- \*Test of Word Reading Efficiency 2
- \*Wechsler Individual Achievement Test IIIukT
- \*Wide Range Achievement Test 5
- \*Wide Range Intelligence Test
- \*Woodcock Johnson IV UK&IRE
- \*York Assessment of Reading Comprehension

# Exam support staff

The JQC 'Instructions for Conducting Exams' states that training on the current regulations must be held for invigilators and those facilitating an access arrangement, with an update for existing invigilators.

Centres must ensure that all exam support staff are **thoroughly trained** and their competence and understanding of the current regulations is **rigorously tested**. Each login purchased includes an online assessment of understanding.

## Training for Invigilators in Exams (TIE)

Course Tutors: Caroline Read

1.5 hours | £7-£15 per delegate (access until 31st July 2024)

A course for training Exam Invigilators. It introduces the 'Instructions for Conducting Examinations' booklet in depth, to explain Invigilators' responsibilities. Please note this course does not cover the requirements for invigilating candidates with access arrangements, e.g. readers, scribes etc.

## Training for Readers, Scribes, EAA Invigilators and other Facilitators in Exams (TRSI)

Course Tutor: Caroline Read

1.5 hours | £7-£15 per delegate (access until 31st July 2024)

A course for all those supporting candidates with access arrangements in exams for General Qualifications (e.g. readers/scribes/rest breaks etc). It explains the regulations relating to access arrangements and helps staff to understand their role as an adult helper in the exam. Includes a practical video of a reader/scribe at work with a candidate. Invigilators who will be supervising candidates having access arrangements will need to complete both courses (see Combined course below).

## Combined course: Access to both of the above courses at a reduced price (TRSI/TIE)

Course Tutor: Caroline Read

1.5 hours + 1.5 hours | £10-£22 per delegate (access until 31st July 2024)

### Pricing

	First 10 delegates	Next 15 delegates	Subsequent delegates
TIE	£15pp	£12pp	£7pp
TRSI	£15pp	£12pp	£7pp
TIE + TRSI	£22pp	£17pp	£10pp

Details and booking at: [www.communicate-ed.org.uk/examsupport](http://www.communicate-ed.org.uk/examsupport)

# Classroom staff:

## Supporting students with special needs and disabilities

A range of online courses about supporting students with various special needs, all delivered by trainers who are expert in their field. The courses are aimed at class/subject teachers and teaching assistants in the mainstream classroom, but are also relevant for special school support staff.

Each of these courses costs £50 for 5 logins - additional individual logins £5 each.

- **Understanding the Impact of Neurodiversity on Learning (IND)**  
Course tutor: Lia Castiglione | 90 minutes
- **Supporting Students with ADHD (SSADHD)**  
Course tutor: Fintan O'Regan | 2 hours
- **Supporting Students with Autistic Spectrum Disorder (SSASD)**  
Course tutor: Fintan O'Regan | 2 hours
- **Supporting Students with Attachment and Developmental Trauma (SSADT)**  
Course tutor: Tory Barrow | 90 minutes
- **Supporting Students with Behavioural Difficulties (SSBD)**  
Course tutor: Dr. Rob Long | 2 hours
- **Supporting Students with a Hearing Impairment (SSHI)**  
Course tutor: Derek Heppenstall | 2 hours
- **Supporting Students with a Visual Impairment (SSVI)**  
Course tutor: Joanne Fallon | 2 hours
- **Supporting Students with Dyslexia (SSD)**  
Course tutor: Lia Castiglione | 2 hours
- **Supporting Students with Developmental Coordination Disorder/Dyspraxia (SSDCD)**  
Course tutor: Lia Castiglione | 90 minutes
- **Supporting Students with Dyscalculia (SSDC)**  
Course tutor: Judy Hornigold | 2 hours
- **Supporting Learners with Mental Health Issues During Exams (SSMH)**  
Course tutor: Lia Castiglione | 1 hour



# Membership

## New Members:

First year FREE, then £15 a year (cancellable at any time)

Sign up at: [www.communicate-ed.org.uk/communicate-ed-membership](http://www.communicate-ed.org.uk/communicate-ed-membership)

## Benefits include:

- Members Discussion Forum. Ask questions and draw on the wealth of experience represented by **over 2,000 members**
  - [General Access Arrangements Discussion Forum](#)
  - [Further Education Access Arrangements Discussion Forum](#)
- Downloadable JCQ Forms for electronic signature
- **Discounts** from publishers and suppliers of tests and assessment software
- **Special offers** on Communicate-ed online courses
- Exclusive access to **FREE WEBINAR** – Q & A about Access Arrangements
- **Discounts** on regular live webinars – e.g. focussing on tests and assessments useful for access arrangements assessments
- **FREE** £10 discount voucher towards purchases from our range of Resources to Support Access Arrangements
- One **FREE** online assessment of your JCQ knowledge, with a certificate (usual fee £15)
- Updates about Access Arrangements as they become available during the academic year
- Short videos demonstrating how to apply for Access Arrangements through the Access Arrangements Online system.
- Frequently Asked Questions (FAQs)

*Absolutely brilliant - financially accessible and the handouts/free courses/support/knowledge and information about resources are all a wealth of advice I've never experienced before. Thank you.”* SENCo

# Resources

We provide a range of resources to make the job of administering Access Arrangements easier. Please visit our resources shop at [www.communicate-ed.org.uk/shop](http://www.communicate-ed.org.uk/shop). All proceeds are donated in full to the charity 'Links International' ([www.linksinternational.org.uk](http://www.linksinternational.org.uk))

Please note that all our resources, including the slides provided as course notes, are copyrighted and must not be reproduced in any format, other than described in the instructions provided, without written permission. Email [resources@communicate-ed.org.uk](mailto:resources@communicate-ed.org.uk) if you have any questions.

## **Test Information** PDF £12

Information on over 40 of the tests recommended for use in assessments for Access Arrangements.

## **Student Record Sheet for Form 8 (Access Arrangements)** PDF £1

Record on one sheet everything you need to complete form 8 for JCQ Access Arrangements

## **Record of Standardised Scores** Excel document £5

This Excel document helps to make the task of reporting on tests with a chart showing accurate scores easier. When you type in a score, a cross appears in the appropriate cell on the chart.

## **Guidelines for Candidates having Access Arrangements** Editable document £12

Notes explaining to candidates (and their parents) how each arrangement works during the examination.

## **Training for Readers, Scribes, Invigilators and other Adult Helpers in Examinations** PDF £25

Produce copies of simple presentation slides which can be used to run training for staff (approximately 1 hour). You will also be provided with a master copy of handouts. (Also available online with Caroline Read presenting for £80. Please visit [www.communicate-ed.org.uk/trsi](http://www.communicate-ed.org.uk/trsi) for more information).

## **An Overview of Access Arrangements for Centre Staff** PDF £10

A short training session to make centre staff (e.g. subject teachers, teaching assistants, heads of department etc.) aware of what arrangements are available. (Also available online with Caroline Read presenting for £40. Please visit [www.communicate-ed.org.uk/eaao](http://www.communicate-ed.org.uk/eaao) for more information)

# Resources

## Informal Assessment Resources PDF £10

A range of documents designed and used by colleagues working in the area of Access Arrangements and assessment.

## Assessment evidence for extra time: Different areas of speed of working. PDF £10

This document shows how 172 assessment measures tie in with the JCQ 'areas' (AARA 5.2.2).

## See what our delegates have to say...

*Excellent course with well-aimed content. Excellently delivered and detailed.*  
Specialist Teacher

*Best money I have spent - brilliant information and resources.*  
ALS Team Leader

*Thank you so much – such practical, evidence-based, well-researched, no-nonsense courses. You gave me the confidence to do a tricky job to the best of my ability.*  
Specialist Teacher

*As always, an excellent, informative and reassuring update course.*  
SENCo

*The handouts supplied were very useful and will be a handy resource for the future.*  
Exams Officer

# The Postgraduate Award of Proficiency in Standardised Educational Testing (PAPSET)

The Postgraduate Award of Proficiency in Standardised Educational Testing (PAPSET) equips professionals to oversee and carry out standardised testing in an educational establishment.

## External Endorsement

This course is endorsed by the CIEA [www.herts.ac.uk/ciea/about-the-ciea](http://www.herts.ac.uk/ciea/about-the-ciea)

## Course Content

Understanding the Principles of Psychometric Testing

Introduction to the Principles of Educational Testing

The Purposes of Standardised Testing

Understanding the Impact of Neurodiversity on Learning

A detailed look at assessments of:

• Reading

• Writing and Spelling

• Maths

• Underlying Ability

• Cognitive Processing

An introduction to tools to:

• identify individual and group strengths and weaknesses

• compare with national achievement levels

• monitor maths/literacy progress

## Course Delivery Options

PAPSET On-Demand | £950

All training is accessed through online video presentations, allowing students to access learning in their own time at their own pace. Students are given online access to video lectures which can be replayed and reviewed.

PAPSET Bespoke | £POA

If you are part of an academy chain, a Local Authority or group of schools, we can offer a PAPSET Hybrid option as a webinar, or at a venue of your choice (minimum of 8 students). The majority of the core course content is delivered in an intensive 3 day block, with the rest of the course delivered online.

# Award of Proficiency in Access Arrangement (APAC)

A qualification for SENCos and Access Arrangements Administrators who are responsible for coordinating Access Arrangements for General Qualifications in secondary schools and further education colleges.

The APAC is suitable for those new to the role as well as those who are experienced in coordinating Access Arrangements.

Approx 30 hours | E425

## Accreditation

APAAC is accredited by Qualifi  
[www.qualifi.net](http://www.qualifi.net)

## Course Content

Section 1 Foundation: WHAT?

- What are Access Arrangements?
- What Access Arrangements are available for candidates?

Section 2 Identification: WHO?

- Who is eligible for Access Arrangements in our Centre?

Section 3 Application: HOW?

- How do we make these Access Arrangements available?
- How do we apply?

## Course Delivery

Lectures take place through online video presentations which can be accessed at any time. Students will complete assignments related to the presentations. These will vary from multiple choice assessments to organising the training of colleagues using an online video presentation and the supervised administration of standardised screening tests. Students can participate in an online discussion forum with other APAAC students:

*“The course exceeded my expectations...the videos were extremely helpful, a brilliant reference point throughout the course. Really supportive feedback from tutor.*

APAAC Student

# The Postgraduate Award of Proficiency in Assessment for Access Arrangements (PAPAA)

PAPAA enables professionals to fully meet the requirements set by the Joint Council for Qualifications (JCQ) to assess candidates for Access Arrangements. This course is endorsed by the CIEA [www.herts.ac.uk/ciea/about-the-ciea](http://www.herts.ac.uk/ciea/about-the-ciea)

## PAPAA & the JCQ Regulations

The JCQ sets the criteria which Access Arrangements Assessors must meet. The PAPAA course is Postgraduate, equivalent to Level 7 on the Regulated Qualifications Framework, and includes at least 100 hours relating to individual specialist assessment. **Upon completion of the PAPAA course, successful candidates will:**

have a thorough understanding of the current edition of the JCQ publication Access Arrangements and Reasonable Adjustments and the principles, procedures and accountabilities involved; and be familiar with the Equality Act 2010, helping to identify access arrangements that might assist the candidate.

## Course Content

### Unit 1: Understanding the Principles of Psychometric Testing

- An introduction to the principles of educational testing,
- How to administer a range of appropriate standardised tests
- Unit 2: Assessing for Access Arrangements
- Understanding the Joint Council for Qualifications (JCQ) regulations
- Applying the regulations within your centre

## Course Delivery Options

PAPAA On-Demand | £1,600

The complete course content delivered through online videos.

PAPAA Hybrid | £1,850

Begin with 3 consecutive webinar days for Unit 1 (covering all the core Unit 1 taught sessions, and discussing/beginning all the Unit 1 assignments). Unit 2 taught sessions are delivered through our online video presentations.

PAPAA Live | £2,150

Begin with 3 consecutive webinar days for Unit 1 (covering all the core Unit 1 taught sessions, and discussing/beginning all the Unit 1 assignments). Later in the course access 3 consecutive webinar training days for Unit 2 (covering all the core Unit 2 taught sessions, and discussing/beginning all the Unit 2 assignments).

**Please note:** Access Arrangements Assessors must hold an appropriate qualification to teach and make recommendations for secondary aged or adult learners who have learning difficulties. (If you have any questions regarding meeting this requirement please contact us for clarification.)

The home of the:

- Postgraduate Award of Proficiency in Assessment for Access Arrangements (PAPAA)

- Award of Proficiency in Access Arrangements Coordination (APAAC)

- Postgraduate Award of Proficiency in Standardised Educational Testing (PAPSET)

For full details of all courses and booking information please go to:

[www.include-ed.org.uk](http://www.include-ed.org.uk)

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High quality accredited training  
for education professionals  
promoting inclusion

