

## **Evidence requirements for JCQ Access Arrangements**

***Which paperwork should be kept on file (in hard copy or electronic format) for the JCQ Inspector?***

**(Information based on 'Access Arrangements and Reasonable Adjustments 2018/2019' (AARA JCQ))**

**Learning difficulties (for candidates who do not have a current Statement of SEN or EHCP)**

**Computer Reader/Reader, Scribe, 25% Extra Time (first application or reapplication for GCSE)**

- Form 8 Sections A & B completed by SENCo. Declaration must be signed (electronically or by hand) and dated
- For 25% Extra Time: evidence for a detailed 'picture of need' (e.g. teacher comments, examples of mock papers with Extra Time in a different colour pen, IEP/ILP noting the need for Extra Time) which may be stored in hard copy or electronic format
- Form 8 Section C (assessment completed since the start of year 9) signed (electronically or by hand) and dated by the Assessor who has been approved by the head of centre and has an established working relationship with the centre
- Hard or electronic copy of Assessor's certificate
- Hard or electronic copy of current 'Application Approved' notice
- Data Protection Notice, signed by the Candidate
- Original examiner booklets from assessments carried out for Section C of Form 8 may be stored with the above documents, but this is not a JCQ requirement

**Computer Reader/Reader, Scribe, 25% Extra Time (reapplication when candidate moves from GCSE to GCE)**

- Hard or electronic copy of the original Form 8 and
- A file note produced by the SENCo on centre headed paper/template, signed (electronically or by hand) and dated showing evidence of the 5 conditions, 6 in the case of a Scribe (see JCQ AARA pp 23/37/49)
- Both of the above documents must be stored in the same format (i.e. hard or electronic format)
- Hard or electronic copy of Assessor's certificate
- Hard or electronic copy of current 'Application Approved' notice (for GCE qualifications)
- NEW Data Protection Notice, signed by the Candidate

## **Learning difficulties (for candidates with a current Statement of SEN or EHCP)**

### **Computer Reader/Reader, Scribe, 25% Extra Time**

- A file note produced by the SENCo on centre headed paper/template, signed (electronically or by hand) and dated, attached to the EHCP or Statement showing evidence of the 5 conditions, 6 in the case of a Scribe (see JCQ AARA pp 26/36/48)
- Current Statement or EHCP
- Hard or electronic copy of current 'Application Approved' notice
- Data Protection Notice, signed by the Candidate

## **Learning difficulties (with or without a current Statement of SEN or EHCP)**

### **26% to 50% Extra Time (first or reapplication)**

- Form 8 Sections A & B completed by SENCo. Declaration must be signed (electronically or by hand) and dated
- Form 8 Section C (assessment completed within 26 months of the final exam) signed (electronically or by hand) and dated by the Assessor who has been approved by the head of centre and has an established working relationship with the centre
- Section C must show at least 2 standardised scores of 69 or less relating to different areas of speed of processing/working
- Hard or electronic copy of Assessor's certificate
- Hard or electronic copy showing the relevant awarding bodies have approved the application
- Data Protection Notice, signed by the Candidate
- Original examiner booklets from assessments carried out for Section C of Form 8 may be stored with the above documents, but this is not a JCQ requirement

## **Physical difficulties, sensory impairments, medical conditions**

### **Computer Reader/Reader, Scribe, 25% Extra Time, 26% to 50% Extra Time**

- A file note produced by the SENCo on centre headed paper/template, signed (electronically or by hand) and dated, showing current evidence of the 5 conditions, (6 in the case of a scribe and 8 in the case of 26% to 50% Extra Time) (see JCQ AARA pp 26/29/36/48)
- Confirmation of current disability from an appropriate specialist (not a GP for medical conditions)
- Hard or electronic copy of current 'Application Approved' notice for Computer Reader/Reader, Scribe, 25% Extra Time
- For 26% to 50% Extra Time hard or electronic copy showing the relevant awarding bodies have approved the application
- Data Protection Notice, signed by the Candidate

## **All difficulties**

### **OLM (first or reapplication)**

- Form 8 Sections A & B completed by SENCo. Declaration must be signed (electronically or by hand) and dated
- Form 8 Section C (assessment completed within 26 months of the final exam) signed (electronically or by hand) and dated by the Assessor who has been approved by the head of centre and has an established working relationship with the centre (in the case of OLM only, this could be a Teacher of the Deaf)
- Section C must show a standardised score of 69 or less relating to reading comprehension and/or vocabulary
- Hard or electronic copy of Assessor's certificate
- Hard or electronic copy showing the relevant awarding bodies have approved the application
- Certificate confirming that the OLM(s) has/have successfully completed accredited training in language modification
- Data Protection Notice, signed by the Candidate
- Original examiner booklets from assessments carried out for Section C of Form 8 can be stored with the above documents, but this is not a JCQ requirement

**Word Processor, Bilingual Dictionary (without Extra Time), Communication Professional using Sign Language, Live Speaker for pre-recorded exams, Amplification Equipment, Brailers, Closed Circuit TV/OCR scanners, Colour Naming for colour blind candidates, Coloured Overlays, Low Vision Aids/Magnifier, Prompter, Read Aloud, Separate Invigilation, Examination Reading Pen**

These arrangements are delegated to centres, arrangement must simply be the Candidate's normal way of working within the centre

### **Supervised Rest Breaks**

- Confirmation that the arrangement is the Candidate's normal way of working within the centre
- A file note from the SENCo or a senior member of staff with pastoral responsibilities on centre headed paper/template, signed (electronically or by hand) and dated, confirming that the Candidate's difficulty is established and known to centre personnel

## **English as an Additional Language**

### **Bilingual dictionary with 10% Extra Time**

(for GCSE, and Level 1 & 2 qualifications only, not for GCE or Level 3, see JCQ AARA p71)

- A file note from the SENCo or EAL Coordinator on centre headed paper/template, signed (electronically or by hand) and dated, confirming that the Candidate:
  - has been in the UK for less than 3 years (including holidays) and
  - was not taught in English or prepared for IGCSEs, IELTS, Preliminary English or other qualifications using English prior to UK arrival and
  - needs to use the dictionary extensively, delaying the answering of questions and
  - uses Extra Time as normal way of working and
  - does not speak English at home
 (NB. Visit [www.communicate-ed.org.uk/shop](http://www.communicate-ed.org.uk/shop) for a format covering all the above points for £2)
- Hard or electronic copy of current 'Application Approved' notice
- Data Protection Notice, signed by the Candidate

## Temporary Injury

### Computer Reader/Reader, Scribe, 25% Extra Time

- A file note from the SENCo on centre headed paper/template, signed (electronically or by hand) and dated, confirming that the Candidate's injury requires the appropriate arrangement
- If a doctor's or hospital note exists this can be kept on file, but is not compulsory
- Hard or electronic copy of current 'Application Approved' notice
- Data Protection Notice, signed by the Candidate