

communicate-ed



supporting special needs in education

## Examination Access Arrangements for General Qualifications

*Update Refresher Course for 2018/2019 regulations  
(SASC Approved CPD)*

**Cardiff\***: Thursday 13th September

**Belfast\***: Friday 14th September

**Bristol**: Monday 17th September

**London**: Wednesday 19th, Thursday 20th September

**York**: Tuesday 25th September

**Manchester**: Wednesday 26th September

**Birmingham**: Thursday 27th September

**Online**: From 27th August at a time/place to suit you

**Live Webinar**: Tuesday 4th September 7pm

*(Please see the back page for times and venue information)*

*\*Cardiff & Belfast courses are morning only, the presentation will be via prerecorded video with live online Q&A with Caroline Read*

### Prices

**Early Bird Rate** for bookings received 3 weeks before course date

**£135 full day†/£95 AM only/£79 Online, Cardiff & Belfast**

**Standard Rate** for bookings received within 3 weeks of course date

**£145 full day†/£105 AM only/£89 Online, Cardiff & Belfast**

*†Full day delegates will receive a 40% discount token for one of our online courses (terms apply)*

Please apply online at our website: [www.communicate-ed.org.uk/update](http://www.communicate-ed.org.uk/update)

# Examination Access Arrangements for General Qualifications

## Update/Refresher Course for the 2018/2019 regulations

We invite you to join us for an update and refresher course on the JCQ Access Arrangements which will cover the current regulations with special reference to the changes for 2018/2019, including updates to the Access Arrangements Online system.

The course tutor is **Caroline Read**. Caroline is a Specialist Teacher who has practical experience in all areas of the Access Arrangements process and trains for LAs, Universities and SEN Services. Caroline's book 'Assessment Guidance for Access Arrangements' was published by GL Assessment. She contributed to the PATOSS/JCQ publication 'Dyslexia: Assessing the need for Access Arrangements'. Her work has also been published by the TES and the RNIB, and she has worked with various publishers to develop tests. Caroline has been involved with various Ofqual and DfE training/policy projects.

**Please note:** This is not a basic course and will assume a level of knowledge and experience. Attendees will be required to confirm that they have a good knowledge of the JCQ regulations. The introductory course is available online at a time/place to suit you, and will be available in London during November 2018. Please email [admin@communicate-ed.org.uk](mailto:admin@communicate-ed.org.uk) for more details of this course for delegates who are new to the JCQ regulations.

### Morning Session:

With reference to the changes for the 2018/2019 regulations

- Rationale for Access Arrangements
- Types of Access Arrangement
- Applying for arrangements online
- Recommendations (with samples) for new and established tests
- Roles, responsibilities and systems
- Completion of form 8
- Case studies
- Discussion
- Brief Q & A Session

### Networking Opportunities at Lunch Time:

We will offer the option to network with other SENCos, Specialist Teachers, Exams Officers, colleagues from the Independent Sector and Further Education during the lunch break. Morning only delegates are welcome to stay for this. We cannot guarantee numbers for this option. It will depend who is interested on the day of the course.

### Afternoon Session

Various seminar options will be available, subjects and speakers TBC

### PLUS:

- Extended Question/Answer session
- Case studies and workshops
- An opportunity to examine 40+ recommended tests
- Opportunities to network with colleagues in the same role

## SASC approved core CDP hours

For delegates who hold an Assessment Practising Certificate, attendance at the venue courses will provide:

**All day:** 5 core hours and 1 supplementary hour

**Morning only & Online:** 2.5 core hours and 1 supplementary hour

# Application Form

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Examination Access Arrangements 2018/2019 regulations.

Please apply online at our website.

The following information will be required. For queries please see the reverse of this form for contact details

1. Course selection: please indicate the course you wish to attend.									
Course location/date	Access Arrangements Update (Full day course)				Access Arrangements Update (Morning only course)				
Cardiff: Thurs 13th September*	N/A								
Belfast: Friday 14th September*	N/A								
Bristol: Mon 18th September									
London: Weds 20th September									
London: Thurs 21st September									
York: Tues 25th September									
Manchester: Weds 26th September									
Birmingham: Thurs 27th September									
Online: from 27th August (3 hours)	N/A								
Live Webinar: Tuesday 4th September	N/A								
Online: Please indicate the start date you would like to have access to the course. (You will have 10 days from your start date to complete the course).									
Would you like to take the certified Multiple Choice Assessment after completing the course (additional £10)?								YES	NO
Do you hold an Assessment Practising Certificate? (We will provide you with a SASC approved CPD certificate)								YES	NO
The Update/Refresher for Access Arrangements course is only available to delegates who have a good working knowledge of the current JCQ regulations. We will be unable to allocate a place without this information.				I confirm that I have a good working knowledge of the current JCQ regulations.				YES	NO
2. Delegate details. PLEASE PRINT CLEARLY									
Title:	Forename:				Surname:				
<b>Position (please circle):</b> SENCo/Inclusion Co-ordinator/Specialist Teacher/Educational Psychologist/Exams Officer Teaching Assistant/Other (please specify)									
Name of School/Service/College:									
School/Service/College Type and Age Range:									
Address:									
								Postcode	
Telephone:					Ext:		Fax:		
Delegate email									
Please check your email address and print clearly as we will use this to send your confirmation and login details. Thank you.									
Do you have any special access requirements? Please specify									
3. Course Fees									
Please post payment or give a purchase order number for the course value, made payable to 'Communicate-ed' (places cannot be confirmed without payment or a purchase order). An invoice can be provided on request.								Purchase order number	
<b>Early Bird:</b> bookings received 3 weeks before the course date £135 full day/£95 AM only/£79 Online, Cardiff & Belfast <b>Online Standard:</b> bookings received within 3 weeks of the course date £145 all day/£105 AM only/£89 Online, Cardiff & Belfast									
Please insert the email address of your Finance Office to enable us to send the invoice to the correct recipient									
Finance office email									
Application completed by:								Date:	

# Course & Contact Details

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**All AM sessions:** 9.30am to 1.00pm **All PM sessions:** 1.30pm to 4.00pm

**Please note:** As our administrators all have flexible working hours, you are likely to get a quicker response if you can email them with any queries.

## Thursday 13th September 2018

Venue TBC: **Cardiff**

## Friday 14th September 2018

Venue TBC: **Belfast**

**Contact for both of the above:** Amy Martin, Communicate-ed, 63 Priory Rd, Southampton, Hants. SO17 2JQ  
Tel: 0845 33 11 492 Fax: 0871 918 2334 Email: amy@communicate-ed.org.uk

## Monday 17th September 2018

Leigh Court, (near Junction 19: M5) **Bristol**

**Contact:** Holly Bollinger, Communicate-ed, PO Box 2652, Maidenhead, Berks. SL6 8ZL  
Tel: 0845 33 11 492 Fax: 0871 918 2340 Email: holly@communicate-ed.org.uk

## Wednesday 19th, Thursday 20th September 2018

Imperial College, Kensington, **Central London**

**Contact:** Debbie Pollard, Communicate-ed, PO Box 2652, Maidenhead, Berks. SL6 8ZL  
Tel: 0845 33 11 492 Fax: 0871 918 2333 Email: debbie@communicate-ed.org.uk

## Tuesday 25th September 2018

Park Inn, **York**

**Contact:** Katie Coles, Communicate-ed, 63 Priory Rd, Southampton, Hants. SO17 2JQ  
Tel: 0845 33 11 492 Fax: 0871 918 2332 Email: katie@communicate-ed.org.uk

## Wednesday 26th September 2018

Manchester University, **Central Manchester**

**Contact:** Sue Pole, Communicate-ed, 18 St Peters Close, Burnham, Bucks. SL1 7HT  
Tel: 0845 33 11 492 Fax: 0871 918 2338 Email: sue@communicate-ed.org.uk

## Thursday 27th September 2018

The Council Building, Victoria Square, **Central Birmingham**

**Contact:** Amy Martin, Communicate-ed, 63 Priory Rd, Southampton, Hants. SO17 2JQ  
Tel: 0845 33 11 492 Fax: 0871 918 2334 Email: amy@communicate-ed.org.uk

## Online video presentation option: available from 27th August 2018

This course (approximately 3 hours) can be accessed anywhere at a time that is convenient to you.

**Live Webinar: Tuesday 4th September 2018, 7pm** (2.5 hours) with the option to email questions

**Contact:** Debbie Pollard, Communicate-ed, PO Box 2652, Maidenhead, Berks. SL6 8ZL  
Tel: 0845 33 11 492 Fax: 0871 918 2331 Email: online@communicate-ed.org.uk

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### Terms and Conditions:

- A course booking cannot be confirmed in writing without payment or a purchase order
- Applications received within 3 weeks of the course date will be invoiced at the Standard rate
- Places cannot be reserved by email/telephone
- If delegates cancel within 2 weeks of the course date, the invoiced course fee will be payable
- Cancellations before this date will incur a nominal administration fee of £15
- Delegates from the same institution may be substituted at any time
- Payment will be refunded if the course is cancelled

An invoice can be provided on request.

**Please check on the status of your course booking if you have not received any communication from us within 3 weeks of application.**