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Head Teacher: Mr Steve Barnes BA (Hons) MSc



19th October 2022

Re: Access Arrangements for examinations

Dear Parent/Carer,

Access Arrangements are non-standard arrangements approved before the examinations take place in order to enable candidates with special educational needs, disabilities or temporary injuries to access assessments. The Equality Act 2010 requires awarding bodies to make reasonable adjustments where a candidate would be at a substantial disadvantage in comparison to someone who is not disabled. Access arrangements that can be awarded include extra time, supervised rest breaks, using a word processor, scribe and reader, but this list is not exhaustive.

When applying for Access Arrangements we are obliged to work within the framework laid down by the Joint Council for Qualifications (JCQ). Non-compliance with the JCQ regulations is considered malpractice, which has potentially severe consequences for all our students.

JCQ regulations state that 'if a candidate has never made use of the arrangement granted to him/her.....then it is not his/her normal way of working. The arrangement should not be awarded for examinations. The JCQ specify that a normal way of working is a priority when considering awarding an Access Arrangement to a student. Therefore, whilst we will accept a private report from an educational psychologist and/or letter from a GP or other professional, we will not automatically award an Access Arrangement based upon it. It will trigger an internal investigation into the normal way of working for that student.

We are currently in the processing of collecting evidence from teaching staff to inform us what arrangements need putting in place for mock examination and for the final summer examinations. This means that when receiving your child's mock exam timetable you will also be informed of any arrangements that are being put into place. This will allow all students to sit their mocks with arrangements in place ensuring they know how they work and what they are allowed in time for the summer examinations.

It is our usual policy for students who are taught in the home, and will be taking their examinations in the home, to be entered for their GCSE examinations by their mainstream school. The mainstream school would also make the access arrangement applications, and organise any mock exams, in conjunction with Pilgrim home tutors and Academic links.

If you have any questions about this or wish to find out more please do not hesitate to get in touch by email: elena.wilson@pilgrim.lincs.sch.uk

Kind Regards,

Elena Wilson
Assistant SENDCo