

ACCESS ARRANGEMENTS AND THE ROLE OF THE SENCO

The SENCO's role is central to the access arrangements process.

Key Responsibilities:

- Makes the final decision regarding the access arrangement for each candidate
- Appoint the specialist assessor and ensure they meet the JCQ Requirements
- Take referrals for access arrangements
- Collate evidence of need and normal way of working through liaison with teachers
- Liaison with Exam Officer to collate evidence of use of access arrangements
- Liaison with parents and students
- To work closely with the specialist assessor to ensure the most appropriate access arrangements are considered
- Whole-staff Training
- Policy development
- Ensuring all are aware of deadlines and adhere to them
- Disseminate information to staff relating to individual pupil's arrangements

Key Duties:

- Collate evidence of need files, which contain all the information required for application for access arrangements
- Collate evidence of need through liaison with teachers: of normal classroom practice and need within the classroom
- Screening of pupils as appropriate
- Collating evidence of use of exam access arrangements through internal examinations
- Collating evidence of Student's preferences
- Communication with parents over the implementation of access arrangements
- Provide evidence for the specialist assessor
- Liaison with specialist assessor over access arrangements required
- Keep copies of specialist assessor qualifications on file for inspection
- Provide evidence of ongoing need when moving from Y11 to Y12 and Y13
- Completion of Form 8 Section A and B
- Liaison with outside professionals, such as clinicians, Occupational and physio therapists for pupils with complex needs
- Liaison with Exam Officer to ensure appropriate access arrangements are implemented
- Ensure access arrangement policy is updated annually in line with JCQ Regulations
- Provide annual training for all teaching staff relating to:
 - How to identify and refer pupils who might require exam access arrangements
 - The requirement for the collation of evidence of need and normal way of working from in-class support and prior exams
 - The different types of access arrangements
- Provide training for scribes, Readers and other exam invigilators