

## ACCESS ARRANGEMENTS: THE PROCESS OF APPLICATION

### Student identified and referred for assessment:

- Teachers complete referral form
- Teachers complete concerns questionnaire

Do teachers know how to refer pupils who might require access arrangements?  
Do you have a referral form and checklist?  
Do teachers know how to find this information?

### SENCO investigates concerns:

Further information collected from teachers including evidence of need and normal way of working

Do you have a process and questionnaires for collating this evidence of need?  
Do you have additional assessments?

### Collation of evidence of need:

Provide evidence of normal way of working in class  
Provide evidence of use of access arrangements in exams  
SENCO completes Form 8 Section A following receipt of this information

Do you have a form to collate evidence of use in exams?  
Do teachers know their responsibilities in working closely with the SENCO to provide evidence of need and normal way of working?  
Do you have a summary form and way of monitoring receipt of all the information needed?  
Are the SLT involved to ensure teachers provide this information in a timely fashion?



SENDISS

Access-Achieve-Empower

### Specialist Assessment:

- Once evidence of need is collated the student is referred for a specialist assessment
- The SENCO forwards background evidence to the specialist assessor before assessment
- Specialist assessor completes Form 8 Section C
- SENCO makes final decision over the access arrangements to be applied for

Does the specialist assessor have a specialist relationship with the school?  
Do they have the appropriate qualifications and level of experience?  
Do they use up-to-date tests which are appropriate for application?  
Do they discuss with the SENCO to appropriate concessions to be considered?  
Is the assessment after Year 9 and within 26 months of the exam series?

### Application is made online:

- SENCO completes Form 8 Section B in collaboration with the specialist assessor
- An application is then made online either by the SENCO or Exams Officer
- The application is either accepted or rejected immediately

Does the Exams Officer know and understand how to use the AAO process?  
How are parents and students involved in the application process and how are they made aware of the arrangements which have been approved?  
Do you collate information from students with a student questionnaire?

### Next Steps:

Teachers are informed of the decision  
All paperwork is collated in an access arrangements file which is available for inspection

How will you inform teachers of the decision?  
How will you feedback to staff the results of the specialist assessment?



SENDISS  
Access-Achieve-Empower