

TEMPLATE DETAILED FILE NOTE: MEDICAL NEEDS / SUBSTANTIAL IMPAIRMENT

This form should be placed on Centre-headed paper

Name of Student:

Date of Birth:

Year Group:

Date:

1. Confirmation of the candidate's disability

Attach information from an appropriately qualified professional, confirming that the candidate has significant difficulties and is disabled within the definition of the Equality Act 2010

Exact nature of candidate's disability:

Detail how this disability acts as a barrier to learning:

Evidence provided from:

	Date received:
CAMHS / psychiatrist	
HCPC registered psychologist	
Registered Speech and Language Therapist	
HCPC registered counsellor or psychotherapist	
Consultant paediatrician	
Local Authority specialist service, e.g. sensory impairment or occupational health	
A current Statement of SEN or EHCP which confirms the candidate's learning difficulty, medical condition, physical disability, sensory or multi-sensory impairment	

2. Exam Access Arrangements requested:

25% extra time	scribe	Rest breaks	Between 26 and 50% extra time
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3. Evidence of the normal way of working within the centre:

See paragraphs 5.2.3, 5.1 and 5.7.4 of the JCQ Regs for providing evidence for 25% extra time, scribes and rest breaks. Refer to the JCQ AARA for more information about 26 to 50% extra time (AARA 5.3.2) extra time over 50% (AARA 5.4.1).

Rest breaks

Please provide details relating to why the candidate requires rest breaks

Are rest breaks the candidate's normal way of working within the Centre? Provide detailed information:

What rest breaks are needed? Please specify:

25% Extra time:

Have rest breaks been considered and ruled out before 25% extra time is applied for? Please comment

Why does the candidate need 25% extra time?

Is 25% extra time the candidate's normal way of working withing the centre? Provide detailed information:

Scribe:

Why does the candidate need a scribe as opposed to a word processor?

Is a scribe the candidate's normal way of working? Provide detailed information

Can you confirm that the candidate is not sufficiently competent or confident in using a word processor with the spelling and grammar check or predictive text facility disabled (switched off) in every subject (i.e. they will need a scribe in one or more subjects).

Between 26 and 50% extra time:

Why does the candidate need up to 50% extra time?

Is up to 50% extra time the candidate's normal way of working? Provide detailed information

Information from Teachers and internal exams:

Do teachers and support staff confirm that the candidate has persistent and significant difficulties requiring the exam access arrangement being applied for? Please comment:

This information is supported by evidence from the following teachers/support staff:

This information is supported by evidence from the following exams:

Form completed by:

Signed:

Role:

Date: