

ACCESS ARRANGEMENTS: UNDERSTANDING THE APPLICATION PROCESS

CONCERNS IDENTIFIED

- Parents and/or teachers may have concerns
- Concerns may be related to a number of areas that impact upon learning and development; for instance: a sense of underachievement or time taken to complete exams
- Concerns may persist following the provision of additional support,
- Concerns may indicate the possibility of long-term difficulties, requiring specialist assessment

REFERRAL FOR ASSESSMENT

- Where concerns persist, the SENCO may refer your child for a specialist assessment
- Contact is made with the specialist assessor associated with the School or College
- A date for the specialist diagnostic assessment is set

GATHERING INFORMATION

- Questionnaires gather evidence of need from your child's teachers and the application form (Form 8) is completed by the SENCO
- Any other background evidence to substantiate the need for access arrangements is gathered

THE ASSESSMENT

- The assessment takes place, assessing: reading, spelling, writing, processing speed, memory and concentration, visual memory and other aspects of concern, such as verbal or motor (movement) performance
- The assessment can take between 1 and 3 hours depending upon the tests administered

APPLICATION PROCESSED

- The specialist assessor works with the SENCO to identify areas of need/difficulty and make recommendations for access arrangements in exams
- The SENCO makes the final decision and applies for the access arrangements online
- Parents are subsequently informed of the outcome of application process
- Parents are advised to contact the SENCO where concerns exist
- The access arrangements policy can be found on the school website
- All applications are made in line with current JCQ Regs.