

EXAM ACCESS ARRANGEMENTS: THE ROLE OF THE SENCO

Key Responsibilities:

- To make the final decision regarding the access arrangement for each candidate
- To appoint the specialist assessor and ensure they meet the JCQ Requirements
- To take referrals for access arrangements and investigate these further
- To collate all the evidence needed for application
- Liaison with Exam Officer
- Liaison with parents and students
- To work closely with the specialist assessor
- Whole-staff Training and development in EAA
- SEND, access arrangements and word processor policy updates
- Liaison with other professionals and personnel, such as clinicians and other medical professionals, Exam Invigilators, Readers, Scribes

Key Duties:

- Collate background evidence and history of need and liaise with previous setting
- Collate evidence of ongoing need and the support given in class and exams
- 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 and tests in collaboration with class teachers and the exams office
- Collate evidence of Student's preferences
- Collate evidence of use of EAA in liaison with the Exams Officer and invigilators
- 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 Part 1 and 3
- Liaison with outside professionals, such as clinicians, occupational and physio therapists, counsellors and specialist services for pupils with complex needs
- Work closely with the Exam Officer to ensure appropriate access arrangements are implemented appropriately
- Work with the exams office when applying through the AAO
- Ensure EAA and word processor policies are updated annually in line with JCQ Regulations
- Provide annual training for 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
- Ensure the student completes the Data Protection notice
- Provide training for scribes, readers and other exam invigilators
- Feedback to staff the arrangements to be administered
- Ensure the arrangements are administered during exams
- Liaise with the student and parents to ensure complete awareness of the arrangements to be put into place and how these will be organised
- Liaison with Awarding Bodies, as appropriate
- Update the governing body