

MOVING FROM YEAR 11 TO YEAR 12

The regulations differ according to where the student studies when moving from Year 11 to Year 12.

In all cases, a new application **must** be made online through the AAO.

1. The Student remains at the same setting:

When the student remains within the same setting, the Form 8 can be rolled forward only if it was completed after the start of Year 9.

Candidate taking re-sits

- The existing Form 8 can be used, provided it is completed properly. There is no requirement for a new assessment or for it to comply with updated (current) Regs.
- If the Form 8 was not completed properly, a reassessment is necessary

Candidate taking new exams

- The existing Form 8 can be used **only if** it complies with updated (current) Regs.
- It is therefore **essential** that SENCOs scrutinise each and every Form 8 to ensure they comply with updated JCQ Regs.
- Where the existing Form 8 does not comply with current Regs. a reassessment may be the best way forward.
- Where a File Note is required, a new File Note must be provided to demonstrate that a review of the EAA has taken place.

The Teacher Questionnaire should be used for collating evidence of normal way of working, and the Feedback on Exams Questionnaire should be used to collate evidence of need in exams.

2. The student moves setting:

Scenario 1: Moving from Year 11 to 12 to take new qualifications

There is no requirement to re-assess or complete a new Form 8. However, the **original** Form 8 **must** be obtained and checked by the SENCO:

- Is the Form 8 completed correctly and is it signed and dated?
- Have the correct assessments been used?
- Were the assessments carried out after the start of Year 9?
- Does the candidate meet the **new published criteria** for EAA?
- Have you obtained evidence of the qualifications of the specialist assessor and satisfied yourself that the assessor is qualified to assess for access arrangements?
- Have you obtained evidence of ongoing need, such as through Teacher Feedback and in internal mock exams?

Where the answer is 'no' to these questions, an application for access arrangements must not be made.

Note: It is essential to ensure the Form 8 evidence meets the updated JCQ criteria because a new application for exam access arrangements is being made.

Scenario 2: Moving from Year 11 to 12 to re-sit the same qualifications

Where a candidate is re-sitting their original qualification, such as a GCSE maths or English, or AS or A level, in order to improve the grade, it is important that they are not disadvantaged by the new regulations. The original Form 8 can be rolled forward.

A new application must be made and the original Form 8 must be checked that it has been completed correctly. However, there is no requirement for it to meet the updated criteria for extra time.

When applying online, the re-sits option should be selected.

Evidence must be held on file of the need for exam access arrangements for all new entries.

Scenario 3: Student has previously studied abroad

In rare circumstances a student may have studied their GCSEs or other qualification abroad and may return to the UK to re-sit their exams. In this circumstance a new assessment and Form 8 will be required.

1. Is the student remaining within the same setting?	Yes Go to 2	No Go to 2
2. Does the student have a previous Form 8?	Yes Go to 3	Obtain the Form 8 from the previous setting and go to 3
3. Has the Form 8 been completed <u>after</u> the start of Year 9	Yes Go to 4	No Go to 10
4. Is the student taking GCSE re-takes?	Yes Go to 5	No Go to 5
5. Is the student taking new exams which they have not taken before?	Yes Go to 7	No Go to 6
6. Does the existing Form 8 comply with the Regulations of the time?	Yes Go to 8	No Go to 10
7. Does the existing Form 8 meet the revised (updated) criteria for the application?	Yes Go to 9	No Go to 10
8. A new application can be made through the AAO using the existing Form 8		
9. A new application can be made through the AAO using the existing Form 8 provided there is evidence of ongoing need on a subject-by-subject basis		
10. reassessment is required. A new application cannot be made for EAA unless the student is reassessed and their assessment results comply with the updated JCQ Regs.		