



A Parental Guide to Exams Access Arrangements at The Dean Academy



WHAT ARE EXAMS ACCESS ARRANGEMENTS?

The Equality Act 2010 requires that all students sitting formal external assessments or any coursework related to these must have equal opportunity to access the full range of qualifications on offer.

In practice, this means that the majority of students complete coursework individually to a common timetable and exams will be sat in a formal setting and timing dictated by the exam board and the Joint Council for Qualifications (JCQ) that oversees them..

For some students, however, these arrangements will not afford them an equal opportunity of success compared to their peers. It is for this purpose that special access arrangements can sometimes be applied to ensure equity of opportunity.

These arrangements could range from:

- **25% Additional time**
- **Assistance with reading**
- **Assistance with writing**
- **A prompt**
- **Rest breaks**
- **Alternative locations**
- **Amended papers (i.e. enlarged font, coloured paper)**
- **Use of a laptop**

Access arrangements are intended to give everyone equal opportunity not to give an advantage.



WHO IS ENTITLED TO EXAMS ACCESS ARRANGEMENTS?

Anyone can be considered for access arrangements provided the arrangements are going to give the student an equal opportunity without advantage. These arrangements must also reflect the 'normal way of working' for that student.

In practice, this means The Dean Academy needs to provide evidence of a track record of the student accessing the arrangements. The student also needs to have experience of using these arrangements on a regular basis as they work their way through their Level 2 qualification.

In order to ensure that arrangements provide equity of opportunity a strict regime of psychometric testing must be undertaken by qualified professionals with appropriate qualifications.

At The Dean Academy we have qualified staff to administer and evaluate these tests allowing us to determine if individual students reach a threshold of entitlement.

WHAT IS THE PROCESS AT THE DEAN ACADEMY?

For any individual to be granted entitlement to a particular arrangement a referral will be made through our SENDCo outlining the 'history of need' that a student has experienced with a suggestion of what arrangements have been used successfully in a classroom setting to support the students learning.

If the student has an Education and Health Care Plan (EHCP) this need and current working provision will be documented by the school. During KS4 this will be registered with JCQ and exam boards to ensure the provision can continue into the formal assessment programme.

For students without an EHCP the necessity of the arrangements must be substantiated by appropriate scores in psychometric tests that are targeted to highlight the needs identified. If these tests deliver appropriate scores it is possible to use this evidence to register the arrangements with JCQ and exam boards.

If the psychometric testing does not support the suggested arrangements it is not possible to grant any different arrangements than other candidates will have in any given exam. Should this be the case, The Dean Academy will work through the SEND department to prepare the students to undertake the course and external assessments as fully as possible.

WHO DO I CONTACT?

If it is felt that a student may require specific access arrangements and is entitled to these as a result of experiencing difficulties with an assessment, parents may contact subject teachers or pastoral staff and express their desire for this to be investigated.

Alternatively, you can e-mail directly to our examinations team who will respond to your request.

If you require further information please contact our Access
Lead at The Dean Academy

Tel: **01594 843202**

or e-mail: **examinations@thedeanacademy.org**



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ACADEMY**