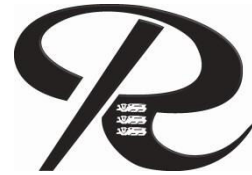


Le Rocquier School

Reasonable Adjustment/Access Arrangements Policy and Procedures.



DATE CREATED: 2016

REVIEWED: April 2022

NEXT REVIEW DATE: April 2023

LEAD PERSON: Exams Officer and SENDCo

Specialist assessor qualifications and checks in place at Le Rocquier School.

The Head of centre is responsible for the appointment of specialist assessor of candidates with learning difficulties and so the quality of the access arrangements process in the centre and checking of the qualifications of those assess candidates. This must comply with JCQ Access arrangements regulations.

The Examinations Officer holds a photocopy of qualification held by SENCO, Ms Nicola Eastham, who is Le Rocquier School's qualified specialist assessor. This is held in the examination store along with other Access arrangement documentation.

The Head of centre is satisfied that Ms Nicola Eastham has the appropriate qualifications and has checked that these are recognised by the qualifications regulators.

Administration of assessment process.

The specialist assessor assesses the each student using approved online testing tools to gather evidence to support access arrangement, in line with the JCQ Access Arrangements Regulations for the current period. When assessing physical needs the specialist assessor will collate and review the necessary documentation from relevant outside agencies to ensure reasonable adjustments are valid and comply with the exams boards requirements.

The specialist assessor provides appropriate evidence and Form 8 JCQ/AA/LD to the examinations officer. The examinations officer will review all documentation supporting physical impairments and limitations and ensure reasonable adjustments given comply with the relevant exam boards requirements.

The examination officer checks:

The candidate's name is on every page of the Form 8.

The form is stapled together.

The tests used where valid for the age of the student.

The tests have been carried out by the Specialist Assessor and not just signed off by them.

Section C is signed by hand by the specialist assessor.

Exams officer signs the Form 8.

Permissions are signed by the student to apply for modified papers if appropriate.

The online application has been made.

The JCQ guidelines Adjustments for candidates with disabilities and learning difficulties has been complied with.

Completed Form 8 and evidence are stored in the exams store room and available for inspection by the JCQ inspector.

For Exam bodies not covered by JCQ the SENCo will follow the procedures for the relevant board.