



# Inspire Education Trust

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## **Access Arrangements Policy 2025-2026** **Blue Coat CE Secondary School**

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**Policy Date:** September 2025

**Review Date:** September 2026

## Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2		September 2024	Kelly Jobson	Updated to reflect JCQ changes 2024-2025 highlighted in yellow.
V3		September 2025	Kelly Jobson	Updated the policy in each section to reflect changes refined layout

This policy is reviewed and updated annually to ensure that access arrangements process at [913] is managed in accordance with current requirements and regulations.

References in this policy to GR, ICE and AA refer to the JCQ publications General Regulations for Approved Centres, Instructions for conducting examinations and Access Arrangements and Reasonable Adjustments.

References to legislation are to the Equality Act 2010. Separate legislation is in place for Northern Ireland (see AA 1.8). The definitions and procedures in AA relating to access arrangements and reasonable adjustments will also apply in Northern Ireland.

## 1. Purpose

This policy outlines the procedures and responsibilities for implementing access arrangements for examinations in accordance with the JCQ document *Access Arrangements and Reasonable Adjustments (AARA)* for the academic year 2025–2026.

## 2. Scope

This policy applies to all staff involved in the identification, assessment, application, and implementation of access arrangements for students undertaking public examinations.

## 3. Legal and Regulatory Framework

This policy is based on:

- JCQ's Access Arrangements and Reasonable Adjustments 2025–2026
- JCQ's General Regulations for Approved Centres 2025–2026
- Equality Act 2010

## 4. Roles and Responsibilities

- **Head of Centre:** Ensures overall compliance and that the policy is reviewed annually.
- **SENCo** – Kerry Ram and Assistant SENCo Jo Earle Leads the identification and assessment of students requiring access arrangements; ensures evidence is gathered and applications are submitted.
- **Access Arrangements Assessor:** Must hold a Level 7 qualification and complete annual CPD.
- **Exams Manager** – Kelly Jobson: Implements approved arrangements during exams and maintains records.
- **Teaching Staff:** Provide evidence of normal way of working and support identification.

## 5. Identification and Assessments

- Students are identified through teacher referrals, parental requests, or self-disclosure.
- Assessments must be carried out by a qualified assessor and must reflect the student's normal way of working.
- Evidence must include:
  - Standardised test scores

- Centre-based evidence
- History of need and provision
- Where a candidate has an impairment other than a learning difficulty (eg: ASD/ADHD/medical), supervised rest breaks are trialled and exhausted through timed internal tests and/ or mock examinations before making an application for 25% extra time. Supervised rest breaks are often more effective and appropriate than 25% extra time for candidates who experience anxiety or attention difficulties.

## 6. Types of Access Arrangements

- Examples include:
- Extra time (e.g. 25%)
- Reader or computer reader
- Scribe
- Word processor
- Rest breaks
- Modified papers

Each arrangement must be:

- Based on evidence of need
- Reflective of the student's normal way of working
- Approved by the awarding body via the Access Arrangements Online (AAO) system

## 7. Application Process

- Applications are submitted via AAO by the Assistant SENCo.
- Deadlines set by JCQ must be strictly followed.
- All documentation must be retained for inspection.
- A green pen will be used in both class tests and mocks to evidence when extra time has been used as per guidance set out from the JCQ..

In addition to Form 8, Form 8RF, Form 9 there must be:

- a sample of internal school tests/mock exam papers across relevant subjects showing the application of 25% extra time through green pen (or change of font if using a laptop)

## 8. Implementation

- The Exams Manager ensures arrangements are in place for each exam.
- Invigilators are briefed on specific arrangements.
- Contingency plans are in place for emergencies.


## 9. Review and Monitoring

- The policy is reviewed annually by the senior leadership team.
- Internal audits are conducted to ensure compliance.
- Annual CPD is mandatory for SENCo, assessor, and Exams Manager.

## **10. Confidentiality and Data Protection**

- All personal data is handled in accordance with GDPR.
- Access arrangements records are stored securely and shared only with relevant staff.

## **11. Complaints and Appeals**

- Complaints regarding access arrangements should be directed to the SENCo.
  - Appeals follow the school's complaints procedure and JCQ guidelines.
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Reviewed by: Kelly Jobson September 2025

Next Review Date: September 2026

Approved by Directors: 2 December 2025

Signed:



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Lois Whitehouse  
CEO



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Nicky Aston  
Chair of Standards