

Arrangements for examinations and Exam Access Arrangements Policy

Samuel Ward Academy, as an approved centre, must meet the Joint Council for Qualifications' (JCQ) requirements in both the conducting of examinations and the implementation of the access arrangements process.

The school's Exams Officer co-ordinates entries, results, accommodation and invigilation. All invigilators and Teaching Assistants who provide support for students requiring Exam Access Arrangements all receive training. The exams officer takes responsibility for ordering modified papers and non-interactive electronic papers.

Exam Access Arrangements are put into place to compensate for disadvantage – they are not to confer an advantage. Students who have a history of need, a medical diagnosis or a Statement of Educational Need (or Education, Health and Care Plan) and have been assessed by the school's specialist assessor as meeting JCQ's criteria may be awarded appropriate access arrangements.

During KS3, teaching and support staff will become increasingly aware of the students who need support to access and record their learning. In addition, classroom-based assessments and preparation examinations will provide staff with information about how students perform in tests compared to classwork. This evidence will provide a history of need which can be used to support an application for formal Exam Access Arrangements for public exams in KS4.

In addition to information from teaching and support staff working with students, the centre's SENCO/specialist assessor will carry out appropriate assessments. These assessments must be JCQ approved. Online applications for EAA will only be made by the centre, and approved by JCQ if standardised scores are below the accepted threshold. A file providing evidence of need must be made available for inspection. Failure to comply with the regulations contained in the JCQ document has the potential to constitute malpractice which may impact on candidates' results. (The JCQ EAA regulations are available online on: <http://www.jcq.org.uk/>)