

## Private candidate: Access Arrangements Request Form

### Preliminary Information

This request form does not guarantee that your requirements will be accommodated at this centre.

Access Arrangements are pre-exam adjustments for candidates based on evidence of need and normal way of working. Awarding bodies require a completed Form 8 along with an assessment – carried out **by the centre**.

**Please do not arrange for your own private tests to be carried out, these are likely to be costly and there is not guarantee that we will be able to accept them.**

Please return the completed form along with the registration form to the exams officer

([exams@st-thomasmore.southend.sch.uk](mailto:exams@st-thomasmore.southend.sch.uk))

Deadline for the returned form is 1<sup>st</sup> November.

If the centre is able to accommodate your entry/entries, you will receive further communication from the exams officer and/or the SENDCo and an initial meeting will be requested.

**For ST THOMAS MORE to consider your Access Arrangements request we will require the following:**

Section 1 DOCUMENTATION	
At least one piece of documentation from each list:	
BAND 1	<ul style="list-style-type: none"><li>▶ Current Form 8 (with an expiry date after June 2025)</li><li>▶ Evidence of an EHCP</li><li>▶ Evidence of a formal clinical diagnosis</li><li>▶ Evidence of any other assessments undertaken</li><li>▶ Reports from an Educational Psychologist</li></ul>
BAND 2	<ul style="list-style-type: none"><li>▶ Notes and records from SENDCo from a previous educational setting</li><li>▶ GP letter</li><li>▶ Tutor letter or report – clearly displaying tutor credentials</li><li>▶ Family letter outlining condition</li></ul>
BAND 2 – if post 18	<ul style="list-style-type: none"><li>▶ Employer report or Occupational Health report demonstrating adjustments in the workplace</li><li>▶ Disability benefit confirmation</li></ul>

Section 2 PERSONAL DETAILS		
Surname	First name	Relationship to candidate if necessary
Title	Contact Number	Email address

By signing I confirm that I understand all of the information of this document

**Signature:** ..... **Date:** .....

## ACCESS ARRANGEMENTS

Should a candidate require access arrangements an additional pricing structure is to be applied in line with their individual application. The following costs will apply for this academic year:

*Table 1*

Stages of Access Arrangement Application	Explanation	Cost
Pre-testing	1 full day of pre-testing with Inclusion Leader (SST)	£100
Educational Psychologist Session	Two-hour session at £40/hour	£80
Pre-Application Administration	Two-hour session ** – Inclusion Leader (SST) to complete	£40
Submitting Application	Two-hour session ** – SENDCo (VR) to submit application to examination board	£110
Total**		£330

\*\* price will vary on a case-by-case situation depending on sessions required

*Table 2*

Access Arrangement Implementation	Explanation	Cost per hour
Extra-Time	Administration and Invigilation Costs	£12
Reader	Administration, Invigilation and LSA Costs	£22
Scribe	Administration, Invigilation and LSA Costs	£22
Transcript	Administration and Invigilation Costs. Inclusion Leader to complete (SST)	£24
Separate Invigilation	Administration and Invigilation Costs	£12

Access Arrangement Applications are valid for 24 months. External candidates will only be required to make payments from *Table 1* once in the 24 month period. Costs from *Table 2* are valid for every examination session sat.

**We reserve the right to refuse a candidates application to sit examinations at St Thomas More High School based on the impact this may have on normal operation of the school.**