

Private candidate: Access Arrangements

IMPORTANT NOTICE

Whilst we endeavour to support as much as we can, Access Arrangements are subject to exam board approval and cannot be guaranteed.

Exam bookings requiring Access Arrangements are on a first come, first served basis especially concerning the provision of smaller venues or word processors. Therefore please submit requests well in advance of the deadlines.

What evidence might I need for Access Arrangements?

The regulations for Access Arrangements require us to hold a file containing evidence that the candidate would be at a disadvantage without assistance. In order for us to compile this you will need to provide a selection of evidence to show that there is a definite need for the access arrangements. We have provided a list of board accepted evidence below. We can help with obtaining more evidence if and when required.

- Previous Form 8 or 9 from a school or college
- Previous JCQ approval form from a school or college
- Supporting reports from your educators
- Copies of timed assessments
- An IEP or equivalent stating the need of support
- A current Educational Health and Care Plan
- A letter from a professional showing evidence of a disability or diagnosis of a medical issue
- A mock examination paper – to be conducted under formal conditions at St Thomas More.

If the learner is Year 9 equivalent or less there may be a possibility that Access Arrangements will not be granted at all. This is dependent on the exam board decision and specific conditions relating to your child. Obtaining reports and testing DOES NOT GUARANTEE that approval will be given by the exam board. Applications, evidence and documentation is provided to the exam boards and the final decision is theirs.

Upon completing of evidence gathering, our SENDCo will apply to the awarding bodies for the access arrangements required. The outcome of this is then communicated to the learner once completed.

During the evidence gathering, we may need testing to be completed. It is recommended that this is completed by an assessor appointed by St Thomas More. Evidence from Private Assessors may not be approved.

Awarding Body (exam boards) – who are they and what do they do?

Awarding bodies (exam boards) are organisations that are recognised by OfQual to develop and deliver General and Vocational qualifications: GCSE, iGCSE, A-Levels etc. They include Edexcel (Pearson), AQA, OCR and WJEC. They are regulated by JCQ who outline the regulations and requirements for Access Arrangements that every centre has to adhere to each academic year.

Section 1 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:**

Pricing Structure:

Stages of Access Arrangement Application	Explanation	Cost
Pre-testing / Assessment	This could included an assessor appointed by St Thomas More or a meeting with the SENDCo and Inclusion Officer.	£160
Mock Examination	An agreed paper in the subject that the candidate is being entered for is sat with an invigilator at St Thomas More	£60
Pre-Application Administration	Exams Officer / Inclusion Leader (SST) ensure completion of file and paperwork	£75
Submitting Application	Two-hour session ** – SENDCo (VR) to submit application to examination board	£150
Transfer of Approval from Previous school (November RESIT only)	Collation of information and processing application (if all previous AA completed correctly)	£75

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

Access Arrangement Implementation	Explanation	Cost per subject
Extra-Time	Administration and Invigilation Costs	£15
Reader	Administration, Invigilation and LSA Costs	£25
Scribe	Administration, Invigilation and LSA Costs	£25
Separate Invigilation	Administration and Invigilation Costs	£15
Supervised Rest Breaks	Administration and Invigilation Costs	£15
Laptop/Word Processor	Administration and Invigilation Costs	£15

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.