

Access Arrangements for Examinations

Role Responsible:	Vice Principal (Transition and Engagement)
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Linked policy documents:

- (i) *SEND Policy*
- (ii) *Word-Processor Policy (2025-2026)*

Itchen Sixth Form College aims to ensure that all students have equal access to examinations and are neither advantaged, nor disadvantaged over their peers by any learning, medical or psychological difficulty they may experience. This policy details how the Itchen Sixth Form College facilitates access to exams and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, in relation to:

- identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to in this policy as ‘access arrangements’)
- requesting access arrangements
- implementing access arrangements and the conduct of exams

The Equality Act 2010 Definition of Disability

Please see the definition on page 4 of the current JCQ publication [Access arrangements and special consideration - reasonable adjustments](#)

All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Candidates

Access arrangements are available to candidates with disabilities, medical conditions and learning difficulties.

A whole centre approach is taken to identifying, requesting and implementing access arrangements and reasonable adjustments, involving effective communication between the candidate, subject teachers, SENDCo and the exam team.

The SENDCo, who is the college's assessor, with support of the Access Arrangement Coordinator, coordinate the access arrangements process. Duties may include identifying learners who may need access arrangements; collating supporting information and feedback from teachers; assessing the candidates; storing information; presenting information to the JCQ Centre inspector, upon request; determining the access arrangement for the candidate; processing applications online; working with teaching staff and exams staff to ensure that access arrangements are put in place for mocks exams and external exams.

Access Arrangements

Implementing access arrangements for candidates to take exams is the responsibility of the SENDCo and the Exams Officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo. The SENDCo, in conjunction with the Exams Officer, will arrange invigilation, rooming and support for access arrangement candidates.

Use of a word processor in exams

In order to help students who usually use a word processor to produce essay and coursework Itchen College aims to provide this arrangement for exams, for any student for whom this is their normal way of working. However, the college can only do this within the limits of the IT resources available. Students are required to complete an application form, and gain their subject teacher's support for the requests. All requests received by the deadline will be considered.

Equality impact and monitoring the policy and procedure

In monitoring the impact of this policy and procedure, the College will have due regard to its Equality and Diversity Policy and its single Equality Duty. It will consider any concerns raised or complaints received, based on student and staff data, feedback, surveys and/or professional judgement. If you have a question or a suggestion to improve the policy, please contact the Assistant Principal (Students).