



## Access Arrangement Policy

Policy/Procedure creator: Mrs S Ridley

Policy/Procedure created: 25/09/2020

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|-------------------------------|-----------------------------|
| Centre Name                   | Claverham Community College |
| Centre Number                 | 56615                       |
| Date procedure first created  | 04/09/2020                  |
| Current procedure reviewed by | Mrs S Ridley                |
| Current procedure approved by | Mr P Swatton                |
| Date of next review           | 04/09/2021                  |

### Key Staff involved in procedure

| Role             | Name   |
|------------------|--|
| Exams Officer    | Mrs S Ridley   |
| Senior leader(s) | Mr T Smith - Deputy Principal; Mr D Carney - Deputy Principal; Mr C Wilson - Assistant Principal & Head of Key Stage 4 |
| Head of centre   | Mr P Swatton   |
| Other staff      | Mrs D Roberts, Mrs J Scott   |

This procedure is reviewed and updated annually to ensure that procedures used when administering Access Arrangements at Claverham Community college are managed in accordance with current requirements and regulations.

## Purpose of the policy

This policy identifies how Claverham Community College will administer the assessment process of access arrangements and reasonable adjustments within the centre

## Roles and responsibilities overview

### Head of centre

Has overall responsibility for appointing (the/an) appropriately qualified specialist assessor.  
Ensures the centre is appropriately assessing and administering all Access arrangements and Reasonable Adjustments

### Human Resources

Are responsible for checking qualifications and holding copies of the individuals qualifications within the personnel file and that all correct procedures are followed.

### Access Arrangements Assessor

Is responsible for carrying out all assessments, completing the Form 8 and identify support required.

### SENCO

Facilitate access arrangements in exams/assessments and provide opportunities to allow students to make use of the support as their normal way of working.

Oversee the use of the Access arrangements to ensure it is the candidate's normal way of working

## Process of Assessing Access Arrangements

- In year 9 during terms 2 and 3 candidates identified previously as having had problems will be assessed and screened for further assessment.
- By term 6 all candidates identified will be assessed using the required standards and appropriate tools and a Data Protection notice will be signed by the candidate.
- A request is submitted for candidates in year 10 term 1 requiring access arrangements and/or reasonable adjustments.
- Candidates, staff, parents are notified of the result as soon as it becomes available.
- SEN / monitors must oversee that the access arrangement is the candidate's normal way of working