



# BHASVIC

## Requests for Exam Access Arrangements (EAs) Guidance for Students and Parents/Carers 2019-20

### Key Points:

1. EAs do not automatically carry over from school to BHASVIC.
2. BHASVIC cannot accept an Educational Psychologist's report as evidence which will automatically entitle a candidate to EAs.
3. To have any EAs, you must be assessed (or re-assessed) by BHASVIC assessors.
4. BHASVIC is required, under regulation, to have assessed all candidates who have EAs.
5. We cannot guarantee that a student will continue to receive the same EAs they have had at school.
6. Young people with long-term sensory needs, medical or psychological conditions can have their EAs automatically transferred to BHASVIC – in these cases, the college will request a continuation of their EAs upon the receipt of appropriate evidence from a consultant.

If you require further information about Exam Access Arrangements, please contact:

Colette McElroy SENCo, Head of ALS and ESOL: [c.mcelroy@bhasvic.ac.uk](mailto:c.mcelroy@bhasvic.ac.uk)

### General Policy and procedure:

If a young person has had EAs at school, they will be invited to be reassessed during the first week of September before their courses start to see if they need the same arrangements for their Level 3 qualifications.

EAs at BHASVIC are based on assessments carried out by our own qualified assessors in accordance with the JCQ recommendations. We do not accept an Educational Psychologist's report for this purpose.

Educational Institutions are required to follow tightly regulated guidelines with regard to EAs. The regulation body is the Joint Council for Qualifications (JCQ). The JCQ regulations for EAs are updated annually and the college must adapt its criteria and methodology for assessing student entitlement each year to ensure compliance. This means that we cannot guarantee that a student will continue to receive the same EAs they have had at school.

Following submission of a request and provision of supporting evidence, an assessment will be carried out by one of our qualified assessors to finalise a decision and provide necessary evidence of need to the JCQ.

Please refer to the college's SEND and Examinations Policies for further information, both available for the college's website.

## Guidance in relation to specific categories of Exam Access Arrangements

**Separate Invigilation** (students sit exams with others in a smaller room rather than a large exam hall). There is an exceptionally high demand for separate invigilation and we require medical evidence of need from a consultant or specialist. We cannot accept a letter from GPs. This must be dated within one year of the exam to be taken. Unless it is for a serious, acute and/or chronic medical or psychological condition, we cannot provide Separate Invigilation. General anxiety, low mood, stress indicators or other common conditions or factors will generally not provide adequate evidence for separate invigilation. We encourage all students requesting separate invigilation to make use of the college's Guidance and Student Services teams to help with student welfare, wellbeing and exam stress.

### Individual Invigilation

Individual Invigilation can only be accommodated in highly exceptional circumstances. We require evidence of need from a consultant or specialist which provides details of the student's condition and states exactly why Individual Invigilation is necessary. Following submission of this evidence, the college's assessment team will make a final decision and communicate this back to the applicant and parents or carers.

### Rest Breaks

The college's policy is in line with current JCQ regulations, which state:

*"The SENCo must be satisfied that the candidate has an impairment which has a substantial and long term adverse effect, giving rise to persistent and significant difficulties; and the candidate is disabled within the meaning of the Equality Act 2010".*

***Access Arrangements and Reasonable adjustments - JCQ 2018/19***

We cannot make any arrangements for internal or external exams without the required evidence. Rest breaks are only available to students who fulfil the following criteria:

1. Medical conditions – rest breaks can be agreed if you have a serious medical condition, examples of this are type 1 diabetes or a sensory need. Medical evidence is required.
2. AD(H)D - if you have a diagnosis we will look at the recommendations and consider whether rest breaks will be helpful in exams. Evidence of your diagnosis is required.
3. Evidence from CAMHs of current treatment for a condition that requires rest breaks. However, we do not accept evidence from this service if you have been discharged from treatment.

**Please Note:** We are not able or allowed to provide rest breaks in advance for anxiety/worry/ stress caused by taking exams. It is normal to feel stressed and worried about exams. Please feel reassured that our exam invigilators are experienced and trained to deal with students who are upset and worried on the day. We encourage all students requesting separate invigilation to make use of the college's Guidance and Student Services teams to help with student welfare, wellbeing and exam stress.

If a student requires rest breaks for assessments throughout the year, we require this evidence at the beginning of their course in September. Evidence to support a request for rest breaks in the summer exams must be provided by February 1<sup>st</sup> and be part of the student's 'normal way of working' at BHASVIC.

Evidence for requesting rest breaks must be dated within one year of the exams to be taken; therefore, one letter provided in the first year of study at BHASVIC will not cover second year exams unless it is for a long term diagnosis.

## Use of a Word Processor in Exams

The JCQ provides the following guidelines on when it is acceptable for individuals to be given access to word processing during examinations:

- *A learning difficulty which has a substantial and long term effect on their ability to write legibly.*
- *A medical condition*
- *A physical disability*
- *A sensory impairment*
- *Planning and organisational problems when writing by hand (to be assessed)*

*A word processor cannot be simply granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home. The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.*

**JCQ 2017-18**

At BHASVIC we will review requests for the use of a word processor in exams if one of the following conditions is met:

1. An internal assessment by one of our qualified staff has identified and verified the need for the use of a word processor.
2. A medical, physical or sensory disability that confirms use of a word processor as necessary. (We require confirmation in writing by a specialist or consultant; a letter from a GP is not sufficient.)
3. Slow hand writing speed. (Confirmed by an assessment carried out at BHASVIC)
4. Illegible handwriting (Examiners are adept at deciphering poor handwriting, so it has to be extremely difficult to read, not just messy.) Proof is required from Subject teachers.
5. If a student has used a word processor for their GCSE exams, we will request supporting evidence from their school and this will be considered alongside a new assessment of need.

**Please note: Re: Maths** - The use of a word processor in exams is for students who need to do extended writing. Unless there is a medical reason or a specific need, we do not permit the use of a word processor for Maths.

## Practical Examinations

Students who do the following subjects will not qualify for extra time in the practical element of their exams or assessments for these courses:

- BTEC courses which require the performance of a practical skill or task
- Dance
- Drama and Theatre studies
- Fine Art

- Graphic Design
- Music
- Photography
- Science practicals
- Sport
- Textiles