

## Exam Access Arrangements Requests – guidance for students and parents 2017/18

*The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage compared to someone who is not disabled.*

If your young person has had EAAs 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. EAAs at BHASVIC are based on assessments carried out by our own qualified assessors in accordance with the JCQ recommendations. We do not accept Educational Psychologists reports for this purpose.

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

If your young person has had EAAs due to a long term sensory need or a medical or psychological condition, upon the receipt of appropriate evidence from a consultant, we will request a continuation of their EAAs for the duration of their studies at BHASVIC.

**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 which must be dated within one year of the exam to be taken. *Unless it is for a serious medical or psychological condition, we cannot guarantee Separate Invigilation.*

### Individual Invigilation

There are some rare cases when this is necessary. We require evidence of need from a consultant or specialist which provides details of the student's condition and stating 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. *Individual Invigilation can only be accommodated in highly exceptional circumstances.*

### Use of a Word Processor in Exams

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

- 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 2016-17)*

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

- An internal assessment by one of our qualified staff has identified and verified the need for the use of a word processor
- 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.)
- Slow hand writing speed.
- Illegible handwriting (Examiners are adept at deciphering poor handwriting, so it has to be extremely difficult to read, not just messy.)
- 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.

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 the following examinations.

- Maths
- Physics
- Chemistry
- Biology

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.

If you require further information about EAAs, please contact:

Colette McElroy Head of Study Support and ESOL: [c.mcelroy@bhasvic.ac.uk](mailto:c.mcelroy@bhasvic.ac.uk)