



ST PAUL'S ACADEMY

Role	Name(s)
Head of centre	Sheila Ward
Exams officer line manager (Senior leader)	Ananda Fernando
Exams officer	Ananda Fernando
ALS lead/SENCo	SENDCO: L Tomkins
Senior leader(s)	B O'Neill/Ananda Fernando

Access Arrangements and reasonable adjustments

Approved by

Name: Ananda Fernando

Title: Assistant Principal

Date of next review: September 2025

ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments must not affect the integrity of what is being assessed. Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access to the assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work. Awarding Organisations and centres are only required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

St Paul's Academy agrees to:

- a. ensure that it will recruit with integrity with regard to both general and vocational qualifications;
- b. ensure that students will have the correct information and advice on their selected qualification(s) and that the qualification(s) will meet their needs. The recruitment process must include the centre assessing each potential student and making justifiable and professional judgements about the student's potential to successfully complete the examinations/assessments and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the student to facilitate access to examinations/assessments;



ST PAUL'S ACADEMY

- c. ensure that where a student with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified specialist assessor;
- d. assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requesting access arrangements, where required, and effectively implementing those arrangements once approved;
- e. submit any applications for access arrangements or reasonable adjustments ensuring that appropriate documentary evidence is held on file to substantiate such an arrangement and is open to inspection. For GCSE and GCE qualifications, a JCQ centre inspector will sample a centre's applications;
- f. ensure that for GCSE and GCE qualifications, a file is presented which must contain for each application the downloaded approval for the respective arrangement(s), supporting evidence of need (where required) and a signed data protection notice. This information must be available for inspection at the venue where the student is taking the examination;
- g. submit requests for modified papers by the due date;
- h. recognise its duties towards disabled students as defined under the terms of the Equality Act 2010. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled students;
- i. The arrangements are carried out in accordance with the following JCQ publication: Access Arrangements and Reasonable Adjustments, 1 September 2021 to 31 August 2022.