



Functional Skills L2 (English)
Reasonable Adjustments Policy
Sir Thomas Rich's

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Centre name	Sir Thomas Rich's
Centre number	57143
Date first created	1/04/2026
Current policy approved by	Senior Leadership Team (SLT)
Current policy reviewed by	Jo Tyler (EO)
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Date of next review	April 2027

Key staff involved in the policy

Role	Name(s)
Head of centre	Matthew Lynch
Senior leader(s) i/c exams	Dave Dempsey (Deputy Headteacher/Deputy Head of Centre) Sonja Jones (Director of Finance and Operations, Line Manager for exams)
Quality Nominee	Joanne Loveridge (SENDCO)

This policy is reviewed annually to ensure compliance with current regulations

Introduction

(AARA Definitions)

Access arrangements

Access arrangements are agreed before an assessment. They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

Reasonable adjustments

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 in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. An example would be a Braille paper which would be a reasonable adjustment for a vision impaired candidate who could read Braille. A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements.

Whether an adjustment will be considered reasonable will depend on several factors which will include, but are not limited to:

the needs of the disabled candidate;

the effectiveness of the adjustment;

the cost of the adjustment; and

the likely impact of the adjustment upon the candidate and other candidates.

An adjustment will not be approved if it:

involves unreasonable costs to the awarding body;

involves unreasonable timeframes; or

affects the security and integrity of the assessment.

This is because the adjustment is not 'reasonable'.

The centre must ensure that approved adjustments can be delivered to candidates.

Purpose of the policy

The purpose of this policy is to confirm that Sir Thomas Rich's School has a written record which clearly shows the centre is leading on the access arrangements process and:

is complying with its obligation to identify the need for, request and implement access arrangements (GR 5.4)

has a written process in place to check the qualification(s) of its assessor(s) and that the correct procedures are followed, as in Chapter 7 of the JCQ document *Access Arrangements and Reasonable Adjustments* (GR 5.4)

1. General principles

A centre **must** make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they **cannot** make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations. (AA 4.2)

The principles for Sir Thomas Rich's School to consider include:

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed at a substantial disadvantage due to persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate (AARA 4.2)

Although access arrangements/adjustments are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question (AARA 4.2)

Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. The need for access arrangements/reasonable adjustments must be considered on a subject-by-subject basis (AARA 4.2)

Applications for access arrangements/reasonable adjustments should be processed at the start of or during the first year of a two-year the course having firmly established a picture of need and normal way of working (AARA 4.2)

Arrangements **must** always be approved **before** an examination or assessment (AARA 4.2)

The arrangement(s) put in place **must** reflect the support given to the candidate in the centre (AARA 4.2)

The candidate **must** have had appropriate opportunities to practise using the access arrangement(s)/reasonable adjustment(s) before their first examination (AARA 4.2)

The main elements of the process detailing staff roles and responsibilities in identifying the need for, requesting and implementing access arrangements/reasonable adjustments and the conduct of examinations are covered in:

Single Equalities Policy Accessibility Plan Pupils Medical Needs Policy SEND Policy

2. The assessment process

At Sir Thomas Rich's School, assessments are carried out by:

- an appropriately qualified assessor(s) appointed by the head of centre in accordance with the JCQ requirements (AARA 7.3)

Details and qualification(s) of the current assessor(s)

Ms Wendy Blair SPLD Assessment Practising Certificate (PATOSS) Ms Joanna Loveridge (CPT3A)

Appointment of assessors

At the point an assessor is engaged/employed at Sir Thomas Rich's School:

- Evidence of the assessor's qualification is obtained and checked against the current requirements (AARA 7.3)
- This process is carried out prior to the assessor undertaking any assessment of a candidate (AARA 7.3)

Evidence of successful completion of a post- graduate course in individual specialist assessment at or equivalent to Level 7 or a printout of a screenshot of HCPC or SASC registration is held on file for inspection purposes to evidence that the assessor(s) is/are suitably qualified (AARA 7.3, 7.4)

Additional information:

Copies of their certificates are held on file in the Headteacher's office which evidences their compliance with JCQ regulations for Access Arrangements assessing.

Reporting the appointment of assessors

- Evidence that the assessor(s) is/are suitably qualified is held on file for inspection purposes (AARA 7.4)

When requested, the evidence will be presented to the JCQ Centre Inspector by:

- When requested, the evidence will be presented to the JCQ Centre Inspector by Matthew Lynch (Head of Centre), Jo Loveridge (SENDSCO)

- In the case of appropriately qualified psychologists (registered with the Health & Care Professions Council), or specialist teacher assessors holding a current SpLD Assessment Practising Certificate, who are directly employed within the centre, there is no need to record the names of these individuals within *Access arrangements online*. (AARA 7.4)
- The names of all other assessors, who are assessing candidates studying qualifications as covered by the *Access Arrangements and Reasonable Adjustments* document must be entered into *Access arrangements online* to confirm their status (AARA 7.4)

Process for the assessment of a candidate's learning difficulties by an assessor

Sir Thomas Rich's School confirms:

- Guidelines for the assessment of the candidate's learning difficulties by an assessor will be followed and Form 8 (JCQ/AA/LD - Profile of Learning Difficulties) will be completed (AARA 7.5, 7.6)
- Arrangements must be made for the candidate to be assessed by the centre's appointed assessor (AARA 7.5)
- Assessors **must** personally conduct the assessments. They **must not** sign off assessments carried out by another professional (AARA 7.5)
- The assessor **must** carry out tests which are relevant to support the application (AARA 7.5)
- A privately commissioned assessment, where the centre has not been involved, **cannot** be used to award access arrangements and **cannot** be used to process an application using *Access arrangements online* (AARA 7.3)
- Record all reasonable adjustments in relation to internal assessments on Form VQ/IA and make them available to Pearson on request
- Relevant staff working within the centre should always carefully consider any privately commissioned assessment to see whether the process of gathering a picture of need, demonstrating normal way of working within the centre and, ultimately, assessing the candidate themselves should be instigated (AARA 7.3)

Additional information:

Key Stage 4 and 5 pupils take priority over other Key Stages. Key Stage 3 pupils will not be formally assessed by our Access Arrangements assessor until the beginning of Year 10. This is to ensure the assessor's diagnostic report and Form 8 will be valid for both Key Stages 4 and 5.

Picture of need/normal way of working

Sir Thomas Rich's School confirms:

- Before the candidate's assessment, the person appointed in the centre **must** provide the assessor with background information, i.e. a picture of need has been painted, as required in Part 1 of Form 8. The centre and the assessor **must** work together to ensure a joined-up and consistent process. (AARA 7.5)

Additional information:

A full diagnostic assessment includes the use of: Lucid Exact (all components) Dash (speed of handwriting) Dash 17 (speed of handwriting) CTOPP (phonological processing speeds) TOMAL 2 TOWRE 2

Other evidence supporting the need for additional time: Pupils with a physical or sensory disability, or a long term medical or mental health condition may be eligible for additional time. Applications for additional time may be made on receipt of a letter from medical professionals e.g. Consultants, Psychiatrists or following a recommendation from CAMHS. Letters from GPs are not acceptable and an application will not be made on this basis.

3. Processing access arrangements and adjustments

Arrangements/adjustments requiring awarding body approval

Access arrangements online (AAO) is used to apply for approval of arrangements/adjustments for the qualifications listed within the JCQ document *Access Arrangements and Reasonable Adjustments*.

AAO is accessed through the JCQ Centre Admin Portal (CAP) by using any of the awarding body secure extranet sites. A single application for approval is required for each candidate regardless of the awarding body used.

Deadlines apply for each examination series for submitting applications for approval using AAO.

Online applications **must** only be processed where they are supported by the centre **and** the candidate meets the published criteria for the arrangement(s) with the full supporting evidence in place

Centre delegated arrangements/adjustments

Decisions relating to the approval of centre delegated arrangements/adjustments are made by:

Jo Loveridge (SENDSCO).

Appropriate evidence, where required by the arrangement, is held on file by:

Matthew Lynch (Head of Centre).

The use of a word processor

The Word Processor Policy (Exams) details the criteria Sir Thomas Rich's School specifically uses to award and allocate word processors for examinations and assessments.

Alternative rooming arrangements

The Alternative Rooming Policy details the criteria Sir Thomas Rich's School uses to award alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs or an alternative room with one-to-one invigilation.

Additional information

A decision where an exam candidate may be approved separate invigilation within the centre will be based on whether the candidate has a substantial and long term impairment which has an adverse effect; and it will be the candidate's normal way of working within the centre. [AA 5.16] Candidates diagnosed with a physical disability, sensory impairment, developmental condition (e.g. ASD or ADHD) or a medical or mental health condition, may be eligible for separate invigilation, or invigilation in a room with a smaller number of candidates, within the centre. Candidates with a medical or mental health condition may occasionally be eligible to sit examinations in a room with a smaller number of candidates. In order to qualify for this arrangement there must be a thoroughly documented history of need (within School) and/or compelling written evidence from an outside agency.

Modified papers

Modified papers are ordered using AAO.

Modified papers must be ordered in advance of a specific examination series, no later than the published deadline for the series concerned (AARA 6.1)

Modified papers are prepared for candidates for whom other adjustments are unsuitable. The modification of papers involves additional resources. Therefore centres must provide the awarding bodies with early notification that a candidate will require a modified paper. (AARA 6.1)

Modified papers **must not** be ordered for candidates unless the centre intends to enter them for the relevant examination series (AARA 6.1)

For the adjustment to be effective, the candidate must have had appropriate opportunities to practise using an awarding body's past modified papers before their first examination (AARA 6.1)

Roles and responsibilities

When an access arrangement/reasonable adjustment has been processed on-line and approved, the evidence of need (where required) must be made available to a JCQ Centre Inspector upon request. An awarding body may also request evidence of need when considered necessary. This can either be in hard copy paper format or electronically. (AARA 4.2)

Where documentation is stored electronically an e-folder for each individual candidate must be created. The candidate's e-folder must hold each of the required documents for inspection. (AARA 4.2)

It is the responsibility of:

Jo Loveridge (SENDSCO) to inform candidates that an application for access arrangements will be processed using *Access arrangements online*, complying with the UK GDPR and the Data Protection Act 2018

Jo Loveridge (SENDSCO) to submit applications for approval using AAO

Jo Loveridge (SENDSCO) to keep detailed records for inspection purposes, whether electronically or in hard copy paper format, of all the essential information on file. This includes a copy of the candidate's approved application, appropriate evidence of need (where required) and evidence of the assessor's qualification (where required) (AARA 8.6)

Jo Loveridge (SENDSCO) to submit applications for approval directly to an awarding body for any qualification that does not fall within the scope of AAO

Jo Loveridge (SENDSCO) to order modified papers

Additional responsibilities:

Jo Tyler (Exams Officer) or Karen Laird (Assistant Exams Officer) to order modified papers

Changes 2025/2026

References to AA changed to AARA

(Added/Removed) Under heading **Roles and responsibilities:**

Added new bullet point to reference the requirement to comply with the UK GDPR and the Data Protection Act 2018.

Removed reference to a signed candidate personal data consent form and Data protection confirmation by the examinations officer or SENCo form which are no longer required.

This section will therefore need to be edited when reviewing and updating this policy for 2025/2026.