



LONDON  
MATHS & SCIENCE  
COLLEGE

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# ACCESS ARRANGEMENTS AND REASONABLE Version 1.0

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London Maths & Science College  
167 Commercial Road, London, E1 2DA  
[info@lmsc.org.uk](mailto:info@lmsc.org.uk)

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## 1. Purpose / Rationale

This policy sets out LMSC's arrangements for identifying, applying for, implementing, and quality assuring Access Arrangements (AAs) and Reasonable Adjustments (RAs) to ensure that eligible candidates are not disadvantaged in assessments. It aligns with, and must be read alongside:

- **JCQ:** *Access Arrangements and Reasonable Adjustments (AA) 2024–2025; General Regulations for Approved Centres 2024–2025; Instructions for Conducting Examinations (ICE) 2024–2025; Suspected Malpractice in Examinations and Assessments.*
- **Pearson:** Centre Quality Assurance (CQA) Handbook and qualification-specific assessment guidance (e.g., BTEC external assessments).
- **AAT:** Assessment Regulations and Test Accommodations guidance.
- **Pearson VUE:** Test Centre Policies and Accommodations requirements.
- **Legislation & Statutory Guidance:** **Equality Act 2010** (duty to make reasonable adjustments), **UK GDPR** and Data Protection Act 2018, **KCSIE 2025**, and **Working Together to Safeguard Children 2025**.

LMSC is committed to enabling fair access without compromising the integrity, validity, or reliability of assessments.

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## 2. Scope

This policy applies to all assessments undertaken by learners registered with LMSC, including JCQ qualifications (GCSE/AS/A level), Pearson (including BTEC), AAT programmes, and secure testing delivered via Pearson VUE. It covers:

- Pre-exam/assessment identification and application for AAs/RAs.
- On-the-day implementation and invigilation controls.
- Post-assessment review, special consideration (separate policy/process), and record keeping.

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## 3. Definitions

**Access Arrangements (AAs):** Pre-approved adjustments for candidates with a disability, learning difficulty, or temporary impairment that reflect their **normal way of working** (e.g., 25% extra time, computer reader, scribe, supervised rest breaks, word processor, separate invigilation).

**Reasonable Adjustments (RAs):** Changes required under the Equality Act 2010 to reduce substantial disadvantage for disabled candidates, determined by awarding body criteria to avoid altering the assessment's demands.

**Special Consideration:** Post-assessment adjustment for temporary illness/injury or adverse circumstances at the time of assessment (see LMSC Special Consideration Procedure / Examinations Policy).

**Normal Way of Working (NWoW):** The candidate's usual classroom practice, evidenced over time, not created for the exam series.

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## 4. Policy Statement

LMSC will:

1. Identify needs at the earliest opportunity, using robust, ethical assessment practices and evidence gathering.
2. Obtain informed consent and process personal data lawfully, fairly, and transparently.
3. Apply only for arrangements that are appropriate, compliant, and reflect NWoW.
4. Implement approved arrangements accurately and consistently; train staff and brief candidates.
5. Maintain an auditable **AA Centre File** and comply with JCQ/awarding body inspection.
6. Keep the integrity of assessments paramount; report and address any maladministration or malpractice.

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## 5. Roles and Responsibilities

### Head of Centre (HoC)

- Overall accountability for compliance; approves policy; ensures sufficient resources (staff, training, facilities); signs annual declarations and Conflict of Interest (COI) register.

### SENCo / Access Arrangements Lead (AAL)

- Leads identification, evidence gathering, and applications via AAO/awarding portals; ensures assessor qualifications meet JCQ criteria; maintains the **AA Centre File**; briefs staff; monitors implementation.

### Specialist Assessor

- Holds qualifications meeting JCQ requirements to assess specific learning difficulties (SpLD), including appropriate Level 7 (or equivalent) diagnostic assessment competence; completes Form 8 where applicable; conducts assessments ethically and maintains test security.

### Examinations Officer (EO)

- Coordinates entries and deadlines; records approvals; arranges rooming, invigilation, and technology; ensures seating plans and attendance registers reflect AAs; retains evidence and correspondence.

### Quality Nominee (Pearson) / AAT Centre Manager / Pearson VUE Test Centre Administrator

- Ensures awarding body-specific RA processes (including on-demand/on-screen tests) are followed; ensures technical readiness and environment controls; logs incidents.

### Teaching Staff / Heads of Department

- Provide early identification, classroom evidence of NWoW, and subject-specific considerations; implement NWoW throughout delivery; support candidate preparation.

### Invigilators / On-Screen Test Proctors

- Implement AAs exactly as approved; complete incident logs; escalate discrepancies immediately.

### **Designated Safeguarding Lead (DSL)**

- Advises on welfare/vulnerability; coordinates with external agencies where relevant; ensures that adjustments safeguard candidates.

### **Data Protection Officer (DPO)**

- Oversees lawful processing, retention schedules, and secure transfer/storage of assessment and medical/diagnostic data.

### **Candidates / Parents/Carers (where applicable)**

- Provide accurate information and consent; supply current evidence; follow centre and awarding body rules.

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## **6. Identification, Evidence and Eligibility**

### *6.1 Early Identification*

- Screening at entry/enrolment (literacy/numeracy; SpLD indicators), review of prior history (EHCP, previous AA approvals, medical evidence), and teacher referrals.
- Candidates new to AAs are observed over time to establish NWoW before submission.

### *6.2 Evidence Standards (Illustrative)*

- **SpLD (e.g., dyslexia):** current specialist diagnostic assessment or appropriate standardised scores completed by a JCQ-compliant assessor; Form 8 with Part 1 (centre), Part 2 (assessor), Part 3 (SENCo) fully completed.
- **Medical/Physical:** current medical letter/report detailing functional impact and duration; physiotherapy/OT notes as applicable.
- **Mental Health:** letter from GP/consultant/therapist describing functional impact in assessment contexts; support plan outlining NWoW (possible supervised rest breaks/separate invigilation).
- **Sensory/Communication:** reports from audiology/ophthalmology or speech and language therapy specifying adjustments.

### *6.3 Normal Way of Working*

- Classroom logs, learning support plans, samples of timed work, and records of assistive technology use substantiate NWoW. Adjustments must not be introduced solely for examinations unless justified by sudden, temporary disability.

### *6.4 Conflicts of Interest*

- Staff with familial or close personal relationships to candidates must not assess or authorise AAs for those candidates; mitigations recorded and approved by HoC.
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## 7. Applications and Deadlines

- **JCQ AAO** submissions made by AAL within published deadlines for each series; evidence retained in the AA Centre File for inspection.
- **Pearson (incl. BTEC), AAT, and Pearson VUE** accommodations requested via awarding body portals, with lead times observed (on-demand tests may require longer notice due to technical setup).
- **Emergency/Temporary AAs** (e.g., injury close to exam): applied for as soon as evidence is obtained; temporary arrangements documented and, where required, authorised by the awarding body.

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## 8. Approved Adjustments – Implementation Controls (Indicative)

The specific approval and implementation must follow awarding body criteria. Examples below are illustrative and not exhaustive.

### 8.1 Extra Time (up to 25%, 50% or more)

- Based on standardised scores/diagnosis and NWoW; invigilators annotate start/finish; clocks visible; additional time recorded on attendance register.

### 8.2 Word Processor Use

- Permitted where it reflects NWoW and benefits legibility/processing; devices locked down (no internet/grammar/synonym tools; spellcheck only if permitted); printing and collation controls in place; see **Appendix A** for Word Processor controls.

### 8.3 Reader / Computer Reader / Text-to-Speech

- **Computer reader** preferred where appropriate; **human reader** only where allowed and not in reading-assessed components unless permitted.

### 8.4 Scribe / Speech Recognition

- Implemented only where the candidate cannot produce written communication; scribe training records retained; transcripts signed; voice-to-text configured offline.

### 8.5 Supervised Rest Breaks

- Timed and recorded; candidate remains under exam conditions; rest time excluded from the assessment duration.

### 8.6 Separate Invigilation / Small Group Rooms

- For persistent and significant need (e.g., anxiety, medical, attention); not granted for mere preference; room capacity, visibility, and safeguarding controls applied. See **Appendix B**.

### 8.7 Modified Papers / Formats

- Orders placed by awarding body deadlines (modified large print, Braille, coloured papers, language modifiers); trial copies checked on receipt; secure storage maintained.

## 8.8 Assistive Technology

- Centre-owned or approved candidate devices configured and tested; batteries/power backups available; audit trail of software versions; headset hygiene controls.

## 8.9 On-Screen Testing (AAT / VUE / Pearson)

- Technical readiness checks: lockdown browser, bandwidth, profile permissions; accommodations enrolled to the test profile prior to launch; live logs retained.

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# 9. Candidate Communication and Preparation

- Candidates receive a personalised **Access Arrangements Statement** (summary of approved AAs) each series.
- Candidate/parent briefings include JCQ Information for Candidates, centre rules, and how AAs will operate on the day.
- AAs are rehearsed in mocks and timed classwork to embed NWoW.

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# 10. Exam-Day and Assessment Delivery Procedures

1. Lead Invigilator collects AA list/seating plan; verifies rooming and equipment.
2. Devices/software checked and logged; spare equipment available.
3. Invigilator briefing covers AA rules (e.g., what a reader/scribe may and may not do).
4. Attendance registers annotate AAs used; any deviation or failure is reported immediately to EO/AAL and incident logged.
5. Scripts and printouts collated, signed where required, and packaged per awarding body instructions.

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# 11. Quality Assurance, Monitoring and Audit

- **AA Centre File** contains: policy; assessor credentials; Form 8s/diagnostic reports; consent forms; NWoW evidence; approvals; rooming plans; invigilator training; equipment checklists; incident logs.
- **Internal audits** each series against JCQ/awarding body checklists; outcomes feed into the Quality Improvement Plan (QIP).
- **Post-exam reviews** of uptake/effectiveness; corrective/preventive actions recorded.

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# 12. Data Protection and Information Governance

- **Lawful basis:** public task/legitimate interests; special category data processed under substantial public interest where applicable.
- **Transparency & Consent:** written candidate consent obtained for applications and information sharing with awarding bodies.
- **Security:** encrypted storage; role-based access; secure transfer (portal/upload only); retention per awarding body guidance or **minimum 3 years** post-series if unspecified.
- **CCTV** (where used): operated per LMSC Data Protection Policy with appropriate signage and retention limits.

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## 13. Equality, Diversity and Inclusion

LMSC will make reasonable adjustments where they are **reasonable and practicable**, balancing candidate need, assessment objectives, and resources, and ensuring no undue advantage is conferred. Decisions are evidence-based and free from discrimination.

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## 14. Maladministration, Non-Compliance and Escalation

- Failure to apply approved AAs correctly or to retain adequate evidence will be treated as **maladministration** and reported in line with the LMSC Malpractice & Maladministration Policy and awarding body procedures.
- Candidates or staff may raise concerns via the Complaints and Whistleblowing policies.

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## 15. Associated Documents & References

- **LMSC policies:** Examinations; Malpractice & Maladministration; Data Protection & Privacy; Safeguarding & Child Protection; Word Processor Policy; Separate Invigilation Policy; Exams Contingency Plan; SEND Policy; Conflict of Interest; Complaints; Whistleblowing; Health & Safety.
- **External:** JCQ AA 2024–2025, ICE, General Regulations; Pearson CQA Handbook; AAT Assessment Regulations; Pearson VUE Test Centre Policies; Equality Act 2010; UK GDPR and Data Protection Act 2018; KCSIE 2025; Working Together 2025.

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## 16. Approval & Review Record

Attached

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## 17. Appendices

*Appendix A: Word Processor (WP) Controls (Summary)*

- Approval reflects NWoW; candidates briefed and sign WP Agreement.
- Devices offline; no grammar/synonym/translate; spellcheck only if permitted.
- Auto-save enabled; printing supervised; candidate name/number on each page; pages numbered and attached to script; backups retained until results day + 6 weeks.

*Appendix B: Separate Invigilation – Criteria & Controls*

- Granted for **substantial and long-term** difficulties (e.g., social anxiety, medical conditions) or **temporary** issues with evidence; not for convenience.
- Risk assessment completed; doors/windows allow visibility; ratio per regulations; safeguarding considerations documented.

*Appendix C: Evidence Matrix (Illustrative)*

Need/Condition	Typical Evidence	Possible AA (subject to criteria)	Notes
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SpLD (dyslexia)	Form 8 + standardised scores	Extra time; WP; reader/computer reader; rest breaks	NWoW required
ADHD	Clinical letter + support plan	Rest breaks; separate invigilation; extra time (where evidenced)	Behavioural strategies in place
ASD	Diagnostic report + support plan	Separate invigilation; rest breaks	Sensory accommodations
Physical injury	Medical letter (with timescale)	Scribe; WP; rest breaks; seating	Temporary AA route
Visual impairment	Ophthalmology report	Modified papers; enlarged scripts; reader	Deadlines for modified papers apply
Hearing impairment	Audiology/SLT report	Sign language interpreter (instructions only); transcripts	Per awarding rules

#### Appendix D: Application & Delivery Timeline (Typical)

- **September–October:** screening; gather evidence; confirm NWoW.
- **November–January:** AAO submissions; modified paper orders.
- **February–March:** mocks with AAs; equipment testing.
- **April–June:** final checks; rooming/invigilator training; live delivery.
- **Post-series:** review, audit, retention.

#### Appendix E: Candidate Consent (Template)

I consent to LMSC sharing my personal and special category data with awarding bodies for the purpose of access arrangements/reasonable adjustments and to retain related evidence in line with the Data Protection section of this policy.

Name: \_\_\_\_\_ Candidate No: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

#### Appendix F: Invigilator AA Briefing (On-the-Day)

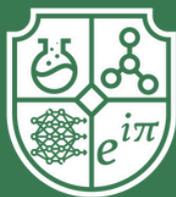
- Confirm approved AAs for each candidate/room.
- Reader/scribe rules; communication protocols.
- Timing records for extra time and rest breaks.
- Escalation route for deviations or equipment failure.
- Post-exam packaging/printing instructions.

#### Appendix G: On-Screen Testing (AAT / Pearson VUE) – Technical Checklist

- Candidate profile shows approved accommodations.
- Lockdown/browser settings verified; assistive tech compatible.
- Hardware checked; power backup in place.
- Incident logging enabled; test centre readiness confirmed.

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*This policy takes effect from the date of approval and remains in force until superseded. All staff involved in assessment must be familiar with this policy and the external regulations referenced above.*



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## Contact

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167 Commercial Road,  
London, E1 2DA  
[info@lmsc.org.uk](mailto:info@lmsc.org.uk)  
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