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Access Arrangements Procedures

London Maths & Science College

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Owner: SENDCo / Access Arrangements Lead

Approved by: Principal / Head of Centre

1. Purpose

1.1 These procedures set out how London Maths & Science College (LMSC) identifies, assesses, applies for, implements and monitors **access arrangements and reasonable adjustments** for candidates in examinations and assessments.

1.2 The procedures ensure compliance with:

- **JCQ Access Arrangements and Reasonable Adjustments (AARA)**
- **JCQ General Regulations for Approved Centres**
- Equality Act 2010

1.3 The aim is to ensure that:

- candidates with additional needs are not disadvantaged
- arrangements reflect candidates' **normal way of working**
- all processes are lawful, evidence-based and auditable
- assessor qualifications and processes meet JCQ requirements

2. Scope

These procedures apply to:

- all candidates requiring access arrangements or reasonable adjustments
- all qualifications delivered by LMSC
- all staff involved in assessment, SEND support and examinations

3. Principles

LMSC ensures that:

- access arrangements are based on **robust evidence of need**
- arrangements are candidates' **normal way of working**

- applications are made in accordance with JCQ deadlines
- no arrangement gives an **unfair advantage**
- all staff involved are appropriately trained and qualified

4. Roles and Responsibilities

4.1 Head of Centre

- Has overall responsibility for compliance with JCQ AARA
- Signs Form 8 and confirms arrangements reflect normal way of working
- Ensures appropriate staffing and resources

4.2 SENDCo / Access Arrangements Lead

- Leads identification and assessment of candidates
- Ensures correct procedures are followed
- Liaises with assessors, teachers and Exams Officer
- Maintains records and evidence

4.3 Specialist Assessor(s)

- Conduct assessments in line with JCQ requirements
- Hold appropriate qualifications
- Complete assessment reports (e.g. Form 8)

4.4 Exams Officer

- Submits applications via Access Arrangements Online (AAO)
- Maintains approval records
- Ensures arrangements are implemented in exams

4.5 Teaching Staff

- Identify candidates with potential needs
- Provide evidence of normal way of working
- Implement arrangements in classroom practice

5. Identification of Need

5.1 Candidates may be identified through:

- prior SEND information or EHCP
- screening assessments
- teacher referral
- previous centre history
- parental or candidate disclosure

5.2 Initial evidence may include:

- classwork and assessment performance
- teacher observations
- progress data
- previous access arrangements

6. Assessment Process

6.1 Where required, candidates undergo formal assessment by a **qualified specialist assessor**.

6.2 Assessments must:

- use **standardised, nationally recognised tests**
- be conducted by a suitably qualified assessor
- produce a detailed report supporting need

6.3 The assessment must:

- demonstrate a **substantial and long-term impairment** (where applicable)
- justify the requested arrangement
- align with the candidate's normal way of working

7. Verification of Assessor Qualifications

7.1 LMSC ensures that all assessors meet JCQ requirements.

7.2 Before any assessment is accepted, the SENDCo will verify:

- the assessor holds a **relevant postgraduate qualification in assessment** (e.g. CPT3A, APC, equivalent)
- the assessor is **appropriately trained and current** in JCQ requirements
- the assessor has a valid **SpLD Assessment Practising Certificate** (where applicable)
- the assessor is not conflicted (e.g. not assessing own students improperly)

7.3 Evidence retained includes:

- copies of qualification certificates
- current practising certificate (where required)
- CV or professional profile
- confirmation of CPD / up-to-date practice

7.4 A register of approved assessors is maintained and reviewed annually.

8. Application Process

8.1 Applications are made via **JCQ Access Arrangements Online (AAO)**.

8.2 The process includes:

1. Gathering evidence of need
2. Confirming normal way of working
3. Completing required documentation (e.g. Form 8)
4. Submitting application via AAO
5. Recording approval or rejection

8.3 Applications are submitted:

- within JCQ deadlines
- before the examination series
- with complete and accurate evidence

9. Evidence Requirements

9.1 Evidence must include:

- assessment report (where required)
- Form 8 (fully completed and signed)
- evidence of normal way of working
- supporting documentation (e.g. medical evidence, EHCP)

9.2 Evidence must:

- be current and relevant
- clearly support the requested arrangement
- be available for inspection

10. Implementation of Access Arrangements

10.1 Approved arrangements are implemented exactly as authorised.

10.2 This includes:

- extra time
- rest breaks
- reader / scribe
- word processor
- separate room
- prompter or other approved support

10.3 The Exams Officer ensures:

- correct rooming and staffing
- trained invigilators
- appropriate equipment

10.4 Staff supporting candidates must:

- be trained
- understand their role
- avoid giving unfair advantage

11. Monitoring of Normal Way of Working

11.1 LMSC ensures arrangements reflect normal classroom practice.

11.2 This is evidenced through:

- lesson observations
- classwork
- internal assessments
- teacher feedback

11.3 Arrangements not used in normal learning will not be approved unless justified.

12. Quality Assurance and Compliance Checks

12.1 LMSC undertakes regular checks to ensure compliance:

- internal audits of access arrangements files
- verification of assessor qualifications
- checks of Form 8 completion
- review of AAO approvals

12.2 The SENDCo and Exams Officer jointly review:

- accuracy of applications
- consistency of evidence
- implementation during exams

13. Record Keeping

13.1 LMSC maintains secure records including:

- assessor qualification records
- Form 8 and assessment reports
- AAO approval confirmations
- evidence of normal way of working
- implementation logs

13.2 Records are:

- stored securely
- accessible for inspection
- retained in line with the **Record Retention Policy**

14. Malpractice and Irregularities

14.1 Any concern regarding:

- incorrect assessment
- inappropriate arrangements
- failure to follow procedures

will be treated as potential malpractice or maladministration.

14.2 Such concerns are:

- investigated internally
- reported to awarding bodies where required

15. Training and Awareness

15.1 Staff receive training on:

- JCQ AARA requirements
- identifying SEND needs
- implementing arrangements

15.2 Assessors maintain ongoing CPD to ensure compliance.

16. Monitoring and Review

16.1 These procedures are reviewed:

- annually
- following JCQ updates
- after any inspection or audit

16.2 Improvements are implemented through:

- staff training
- updated procedures
- strengthened quality assurance

17. Associated Documents

- LMSC Examinations Policy

- LMSC SEND Policy
- LMSC Malpractice and Maladministration Procedures
- LMSC Data Protection and Confidentiality Policy
- JCQ Access Arrangements and Reasonable Adjustments (AARA)
- JCQ General Regulations

18. Approval and Review Record

Version	Date	Author / Owner	Approved by	Review Date
1.0	01 / 03 / 2026	SEND Co	Principal / Head of Centre	01 / 03 / 2027