



Joint Council for
Qualifications^{CIC}


Guidance regarding parental/candidate requests for access arrangements when the centre has no evidence of need

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Produced on behalf of:



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An access arrangement can only be granted where the centre has evidence that the arrangement is required. There is a 'picture of need' **and** it is the candidate's normal way of working.

Where a parent or candidate requests an arrangement that has not been recommended by subject teachers or Learning Support/teaching assistants who are familiar with the way the candidate works in the classroom, the SENCo, Access Arrangements Coordinator or an equivalent member of staff should fully investigate the request. For example, speaking with the candidate, speaking with their teachers and carrying out some screening tests.

If it is determined that the access arrangement is not needed, the SENCo (or equivalent) should provide feedback to the parent(s)/candidate, explaining why the requested arrangement would not be appropriate. The JCQ document *Guidance for parents, carers and students about access arrangements* might be a useful resource. It is important that parents/candidates understand that the centre **must** work within the published regulations and that it would be malpractice for a candidate to be awarded an access arrangement without the required evidence in place.

If the parent(s)/candidate continue to request the arrangement, the SENCo (or equivalent) should refer the matter to a member of the senior leadership team. Ideally, there will be a member of the senior leadership team who has a good working knowledge of the JCQ document *Access Arrangements and Reasonable Adjustments*. The senior leader should then liaise with the parent(s)/candidate explaining why the arrangement would not be appropriate.

An online application must only be processed where it is supported by the centre and the candidate meets the published criteria for the arrangement with the full supporting evidence in place.