



Access Arrangements for Public Examinations GCSE, IGCSE, A-level and IB

The provision for access arrangements for GCSE and GCE comes under JCQ regulations published in the document 'Regulations and Guidance for Access Arrangements, Reasonable Adjustments and Special Consideration', which is updated each year. IB students must meet the requirements published in the IB document, 'Candidates with Assessment Access Requirements'.

Oakham School has to comply with these regulations and below is a summary of what is required currently and how Oakham School administers the process.

Normally every pupil applying for an exam access arrangements will already have an Educational Psychologist report. This report usually provides important evidence of a learning difficulty. It might also contain a recommendation for extra time but this, on its own, is not a guarantee that extra time will be awarded.

Supplementary, up-to-date testing needs to take place in Form 3 at the earliest and the Learning Support department will undertake this for all pupils we are aware of with a specific learning difficulty. The full allocation of 25% extra time is only awarded to those with below-average processing, reading or writing speeds.

In addition, the School is required to compile an Evidence of Need File that clearly demonstrates the need for extra time on a regular basis in lessons as well as in timed tests. The regulations do explain that if evidence is not found to support the application, the Examinations Officer will not be able to award extra time in an examination.

The Evidence of Need file will contain a selection of school exams from Form 3 onwards, with extra time shown in green writing. In addition pupils are asked to find two pieces of work each year from normal lessons that demonstrate their need for extra time. The Learning Support department will assist pupils to gather the required evidence.

When a candidate progresses from GCSE to GCE, further testing is required to establish that the candidate continues to meet the criteria for extra time. This will take place in the first term of the Sixth Form.

Word processing policy

Oakham School, in line with the JCQ regulations, allows pupils to word process examinations only if word processing is their normal way of working and if they fulfil at least one of the following criteria:

- Their handwriting is illegible to the extent that it is deemed disadvantageous to them to hand write examinations when they are proficient typists.
- Their speed of free writing is below average (less than a standard score of 85) and they can type faster bringing them into the average speed of writing range.

(This might mean they will not be awarded extra time for word processed subjects.)

- They have a medical condition that makes extended handwriting painful
- The difference between their handwritten work and typed work is such that it is apparent that typing allows them to express themselves in a way that shows their true ability.