

Application for access arrangements

Applications for GCE and GCSE qualifications **must** be made using *Access arrangements online*. **This form must not be used for GCE and GCSE qualifications.**

This form must only be used where a candidate is not sitting -

AQA Level 3 Technical qualifications, Cambridge Nationals, Cambridge Progression qualifications, Cambridge Technicals, Level 1/Level 2 Functional Skills qualifications or OCR Level 3 Certificates alongside GCE or GCSE qualifications.

It **must not** be used to order modified papers or for applications relating to learning difficulties.

The completed form must be sent to the awarding body concerned at least six weeks prior to the date of the assessment.

Academic year (s)		First examination series	
Centre No		Centre name	
Candidate No		Candidate name	

Examinations for which an application is made			
Awarding body	Specification title	Specification entry codes	Unit codes

Reason for application

Access arrangements requested (Please be specific.)

Access arrangements already made within the centre for classroom work and tests

(This section **must** be completed in all cases.)

Please tick the appropriate box

Medical evidence accompanies this form

Yes

No

If the candidate has previously been granted access arrangements by an awarding body, please name the awarding body

Additional details of evidence attached

Declaration

I am satisfied that the information provided on this form is accurate. I fully support the application and confirm that the candidate is/will be appropriately entered for the examination(s) concerned and will be able to demonstrate the assessment objectives required by the specification.

Head of centre/SENCo _____ Date _____

Name (Please print) _____

Signature _____

FOR OFFICE USE ONLY

Notes on the completion of Form 1 - *Application for access arrangements for examinations*

1. In the box **Academic year(s)** please specify the academic year(s) for which access arrangements are being requested, e.g. 2016/17. You should additionally state the candidate's first examination series, e.g. Jan 2017.
2. In the box **Examinations for which an application is made** please specify for the candidate concerned **all** the examinations for which access arrangements are being requested, using the correct codes. You should specify whether the candidate is being entered for an on-line test or a paper test. Where examination codes are not known, please list the names of the subjects currently being studied.
3. In the box **Reason for application** please state precisely the nature of the disability or indisposition and its effects in relation to the assessment (e.g. cerebral palsy affecting movement of hands).
4. In the box **Access arrangements requested** please specify, for each examination component, the head of centre's or SENCo's recommendations for the access arrangements needed by the candidate. Be as precise as possible. **Remember, it is the head of centre's or the SENCo's responsibility to recommend the access arrangements being requested.**
5. The head of centre or SENCo **must** complete the box **Access arrangements already made within the centre for classroom work and tests** to indicate the support which is usually available to the candidate in the classroom and for tests conducted in the centre. Please specify for how long such arrangements have been made for the candidate. If none have been made put 'NONE'.
6. The centre is advised, wherever possible, to consult a specialist advisory service or other external service on the most appropriate arrangements for the candidate concerned. Advice should be considered in light of the requirements of the specification(s).
7. Please specify any information, or provide evidence with the application, which will assist understanding of the case. Medical or other appropriate evidence will not always be required but **must** be provided for cases that the head of centre/SENCo is unable to verify to the satisfaction of the awarding body.
8. Please complete the details of the **Declaration**. The application **must** be endorsed and signed by the head of centre/SENCo for it to be accepted by the awarding body. It is the responsibility of the centre to request the access arrangements and to supply the information required on the form.
9. The forms may be photocopied. Both sides **must** be copied and completed.