

Application for access arrangements – Profile of learning difficulties

(Applications for GCE and GCSE qualifications must be made using *Access arrangements online*. This form must be used to collate the evidence and must be kept on file within the centre by the SENCo for inspection purposes.)

Please read Chapters 5, 7 and 8 of the JCQ publication *Access Arrangements and Reasonable Adjustments* before completing this form.

This form must also be used for:

AQA Level 3 Technical qualifications, Cambridge Nationals, Cambridge Progression qualifications, Cambridge Technicals, Functional Skills qualifications and OCR Level 3 Certificates.

If the candidate is not sitting any of the above qualifications alongside GCE or GCSE qualifications, the completed form must be sent to the Special Requirements Unit of the awarding body conducting the examination(s). (Please list the names of all subjects being studied.)

This form must also be used for AQA and OCR vocational qualifications with externally assessed components.

The SENCo, or the assessor working within the centre, must complete Sections A and B.

Academic year(s)		First examination series	
Centre No.		Centre name	
Centre e-mail address			
Candidate Number		Candidate name	

Examinations for which an application is made			
(This section <u>does not</u> need to be completed for a GCE or GCSE candidate unless a referral to an awarding body becomes necessary.)			
Awarding body	Specification title	Specification entry codes	Component/ Unit codes

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

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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		

Sections A, B and C of Form 8 **must** be used for recording the evidence required for an on-line application using *Access arrangements online* for a GCE or GCSE candidate **with learning difficulties**, which results in **a substantial and long-term impairment** and who requires one or more of the following access arrangements: **a computer reader, 25% extra time, extra time of up to 50%, an Oral Language Modifier, a Reader or a Scribe.**

Section A	Candidate's name:
<p>This section <u>must</u> be completed by the SENCo, or the assessor working within the centre, before the candidate is assessed. The form <u>must</u> be sent to the assessor prior to the candidate's appointment.</p>	
<p>Within this section you <u>must</u> paint a picture of the candidate's needs - see section 7.6.1 of the JCQ publication <i>Access Arrangements and Reasonable Adjustments</i>.</p>	
<p>For example, reference should be made to:</p>	
<ul style="list-style-type: none"> • the results of screening tests; • individual education/learning plans or support plans in place for the candidate; • school reports; • pupil tracking data. 	
<p>Reference must also be made to the candidate's history of difficulties, for example with the acquisition and development of literacy skills.</p>	
<p>If the candidate's first language is not English, you <u>must</u> show that he/she has underlying difficulties in their first language. The candidate's difficulties must not be due to their limited acquisition of the English language. Please record this information under Section A – 'Any other relevant information', page 4.</p>	
<p>Section A – answer the three key statements</p>	
<p>Provide relevant information/evidence of the candidate's persistent and significant difficulties.</p>	
<p>Show how the candidate's disability/difficulty has impacted on teaching and learning in the classroom. Provide evidence of feedback from teachers and/or support staff (Learning Support Assistants and Teaching Assistants).</p>	
<p>Detail the candidate's normal way of working within the centre, the support given and how this relates to the proposed arrangement(s). For example, have teaching staff recorded any support regularly provided in the classroom?</p>	

Candidate's name:

Section A
Any other relevant information
Section B
This section <u>must be completed by the SENCo, or the assessor working within the centre, after the candidate has been assessed.</u> On the basis of Sections A and C of this form the following access arrangements are requested.

Section C

Candidate's name:

This section must be completed by the assessor (see pages 82-83 of the JCQ publication *Access Arrangements and Reasonable Adjustments*) **after receiving a completed Section A from the SENCo.** The assessor **is not** required to recommend access arrangements but to assess the candidate and discuss appropriate arrangements with the SENCo.

Please use the guidance notes in **Chapter 7** of the JCQ publication *Access Arrangements and Reasonable Adjustments* to complete this form.

Please complete those sections necessary to support the application, e.g. sections on reading for a computer reader or reader. It is not permitted under any circumstances to delete sections or amend the wording on the form. **Please insert 'n/a' in sections not completed.**

Reading skills

1. Reading accuracy

Is the candidate's untimed (single word) reading accuracy in the **below average range?** (i.e. at least 1 standard deviation below the mean on a nationally standardised test, **a standardised score of 84 or less**)

YES NO

Please give the candidate's result on an untimed Single Word Reading test as a standardised score.

Name of test	
Test ceiling	
Date of administration	
Standardised score	

2. Reading comprehension and reading speed

Does the candidate comprehend continuous text or sentences at a level which is below average? (i.e. at least 1 standard deviation below the mean on a nationally standardised test, **a standardised score of 84 or less**)

YES NO

Does the candidate read continuous text at a speed which is **below average?** (i.e. at least 1 standard deviation below the mean on a nationally standardised test, **a standardised score of 84 or less**)

YES NO

Assessors should refer to **paragraph 7.5.10** of the JCQ publication *Access Arrangements and Reasonable Adjustments*.

Candidate's name:

Give the candidate's results on assessments of reading text or sentences with comprehension.

Name of test	
Test ceiling	
Date of administration	
Comprehension standardised score	
Reading speed standardised score	

Writing skills

3. Accuracy & legibility

Is the candidate's spelling accuracy in the **below average range – i.e. a standardised score of 84 or less**, with errors unrecognisable as the target word?

YES NO

Does the candidate's spelling and/or handwriting render his or her free writing largely illegible to someone who is not familiar with it?

YES NO

Is the candidate's free writing incomprehensible to someone who is not familiar with it?

YES NO

Please give the results of a spelling assessment on a nationally standardised test.

Name of test	
Test ceiling	
Date of administration	
Spelling standardised score	

Candidate's name:

4. Does the candidate express him/herself in written form so slowly that answers could not be fully recorded in the time allowed? Is the candidate's free writing speed, as a standardised score on a nationally standardised test, in the below average range for their age? – (i.e. at least 1 standard deviation below the mean on a nationally standardised test, a standardised score of 84 or less)

YES NO

Name of test	
Test ceiling	
Date of administration	
Free writing speed standardised score	
*Please name the subtest you are quoting where appropriate	
Quality of language when free writing	

5. Is the candidate's cognitive processing (e.g. phonological, auditory or visual processing, or working memory) in the below average range? – (i.e. at least 1 standard deviation below the mean on a nationally standardised test, a standardised score of 84 or less)

YES NO

Name of test(s)		
Test ceiling		
Date of administration		
Which type of processing does this test assess?		
Cognitive processing standardised score (for a composite)		
Cognitive processing standardised score (for a subtest where appropriate)*		
*Please name the subtest you are quoting where appropriate		
If you have further below average scores for processing that you have not entered in this or other sections of this form please record them in the 'Other relevant information' section on page 8.		

Candidate's name:

Other relevant information

For candidates requiring **extra time of up to 50%** (26% to 50% extra time) **two** very substantially below average standardised scores are required – two standardised scores of 69 or less.

A standardised score of 69 or less is 2 standard deviations below the mean on a nationally standardised test. (Please see **section 5.3** of the JCQ publication *Access Arrangements and Reasonable Adjustments*.)

For candidates requiring **an Oral Language Modifier** a standardised score of 69 or less is required in relation to reading comprehension and/or vocabulary.

A standardised score of 69 or less is 2 standard deviations below the mean on a nationally standardised test. (Please see **section 5.11** of the JCQ publication *Access Arrangements and Reasonable Adjustments*.)

Candidate's name:

6. Name of the assessor who carried out all of the tests recorded in Section C

(Please print)

Are you:

an appropriately qualified psychologist registered with the Health & Care Professions Council? **YES** **NO**

Unique registration number _____

a specialist assessor with a **current** SpLD Assessment Practising Certificate? **YES** **NO**

APC number as listed on the SASC website _____

an access arrangements assessor approved by the head of centre who has **successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment?**

YES **NO**

(Please see Chapter 7 of the JCQ publication *Access Arrangements and Reasonable Adjustments* for more information about who can be an assessor.)

Institution where currently employed as a teacher contracted to carry out assessments

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Specialist qualification held.....

Name of awarding body.....

I certify that the above information is accurate and that I carried out all the assessments in Section C.

(It is not acceptable for an assessor to sign if they have not carried out all the tests in Section C of this form.)

Signature[†] _____

Date _____

†A hand signed copy of Form 8 **must be retained on file by the SENCo for inspection purposes to support an approved application for GCE and/or GCSE qualifications.**