



Joint Council for  
Qualifications<sup>CIC</sup>


# Guidance regarding access arrangements/ reasonable adjustments when a candidate changes centre

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Produced on behalf of:



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The JCQ and its member awarding bodies offering GCE AS, A-level and GCSE qualifications fully understand the challenges centres, in particular colleges, face when dealing with the administration of access arrangements and reasonable adjustments when a candidate has moved centres post-16. This is especially so for candidates re-sitting GCSE English Language and/or Mathematics qualifications. The college will often have limited knowledge of the candidate's needs and little time to gather appropriate evidence before GCSE English Language and/or Mathematics re-sits.

Robustness and fairness are essential requirements in maintaining the integrity of the process. Only those candidates who meet the published criteria, with the required evidence in place, can be awarded the access arrangement(s).

## Reducing bureaucracy and burden

A key aim of the JCQ and its awarding body members is to reduce the administrative burden on schools and colleges. Over the past 16 years we have taken significant steps to reduce bureaucracy.

The JCQ has achieved this by:

- delegating **21 access arrangements/reasonable adjustments** to centres. These arrangements do not require an online application or, in most cases, any evidence of need. The SENCo, Access Arrangements Coordinator or an equivalent member of staff, is empowered at a local level to determine the appropriateness and reasonableness of the arrangement;
- introducing *Access arrangements online* which has streamlined the process of applying for access arrangements/reasonable adjustments. Around 90% of applications are automatically approved by the online system where the candidate meets the published criteria for the arrangement(s);
- allowing the existing Form 8 to be reused by the new centre when a candidate has a confirmed learning difficulty with a fully completed Form 8 in place, is retaking GCSE qualifications and will continue to require **25% extra time** and/or **a scribe**. A fully completed Form 8 may also be reused where a candidate will require **a computer reader/reader in addition to 25% extra time and/or a scribe**.
- allowing a Form 8 to be rolled forward from one centre to another when a candidate has a confirmed learning difficulty with a fully completed Form 8 in place, will continue to require **25% extra time** and/or **a scribe** and is moving to a Level 3 qualification. A fully completed Form 8 may also be rolled forward where a candidate will require **a computer reader/reader in addition to 25% extra time and/or a scribe**.
- allowing a Form 9 to be rolled forward from one centre to another where a candidate has a fully completed Form 9 in place and is retaking GCSE qualifications. SENCos (or equivalent) must provide this evidence to assist their counterparts in FE and Sixth Form colleges.

## Form 8 and Form 9

**Form 8** is used for:

- candidates with learning difficulties who are not subject to a current EHCP (England), IDP (Wales) or Statement of Special Educational Needs (Northern Ireland) who require:
  - 25% extra time and/or a scribe.
- This also includes candidates who require:
  - a computer reader/reader in addition to 25% extra time and/or a scribe;
  - supervised rest breaks in addition to 25% extra time and/or a scribe.
- All candidates with learning difficulties (including those with an EHCP or equivalent) who require 26% to 50% extra time.
- All candidates who require a Language Modifier.

Where the candidate changes centre, the original (or a PDF of a fully completed Form 8) together with evidence of the assessor's qualification, must be provided. SENCos (or equivalent) **must** provide this evidence to assist their counterparts in FE and Sixth Form colleges.

The Form 8 should be perceived as a 'passport to access arrangements' which travels with the candidate.

Form 8 can be rolled forward for 25% extra time and/or a scribe (and or a computer reader/reader and/or supervised rest breaks in addition to 25% extra time and/or a scribe).

**Form 9** is used for:

- candidates with communication and interaction needs;
- candidates with a medical condition (formally diagnosed by a registered specialist);
- candidates with sensory and/or physical needs;
- candidates with social, emotional and mental health needs;
- candidates with speech, language and communication needs;
- candidates with learning difficulties who are subject to a current EHCP (England), Statement of Special Educational Needs (Northern Ireland) or IDP (Wales);
- candidates with learning difficulties who require a computer reader/reader and/or supervised rest breaks but do not require extra time and/or a scribe.

**Please consult the guidance on the following pages for each scenario:**

- A candidate with an existing Form 8 doing GCSE resits – see page 4.
- A candidate with an existing Form 8 moving from a Level 2 to a Level 3 qualification – see page 5.
- A candidate with an existing Form 9 doing GCSE resits – see page 9.
- A candidate with an existing Form 9 moving from a Level 2 to a Level 3 qualification – see page 10.

## A candidate with an existing Form 8 resitting GCSE qualifications

Where a candidate wishes to be entered for GCSE examinations in the **November 2024 or June 2025 examination series** to improve upon a previous grade, the SENCo, Access Arrangements Coordinator (or equivalent), may use an existing Form 8 from the previous centre. However, the candidate must meet the published criteria for 25% extra time as per the 2024/25 JCQ document *Access Arrangements and Reasonable Adjustments (AARA)*.

If the SENCo, Access Arrangements Coordinator (or equivalent), is satisfied that the need for the arrangement still exists, then the candidate **does not** need to be re-assessed. The existing Form 8 may be used to support a new online application for **25% extra time** and/or **a scribe**.

A fully completed Form 8 may also be used where a candidate will require a computer reader/reader in addition to 25% extra time and/or a scribe.

The candidate **must** sign a new candidate personal data consent form. The centre **must** then process a new online application using *Access arrangements online*.

Samples of evidence (e.g. comments and observations from teaching staff, a sample of mock exam papers showing the application of extra time or an IEP) **are not** required for a scribe, a computer reader/reader, or for 25% extra time where a candidate has two below average standardised scores relating to two different areas of speed of working **or** one below average standardised score **and** one low average standardised score relating to two different areas of speed of working.

For a candidate with learning difficulties who requires a computer reader/reader and/or supervised rest breaks but **does not** require 25% extra time or a scribe, Form 9 **must** be completed (see page 9).

**In the case of GCSE resits, should a pro-forma be produced by either the SENCo, Access Arrangements Coordinator (or equivalent), to show that Parts 1, 2 and 3 of Form 8 have been checked?**

The SENCo, Access Arrangements Coordinator (or equivalent), may produce a simple pro-forma which shows that Parts 1, 2 and 3 of Form 8 have been checked and the form is in order. However, a thorough visual check of Form 8 is perfectly acceptable when the candidate is resitting GCSEs.

**What is the deadline for processing applications for GCSE November re-sits?**

To assist colleges, the deadline for processing access arrangements for the GCSE November series is 1 November. Late applications after 1 November may be made, where necessary, provided that the candidate meets the published criteria for the arrangement(s) and the required evidence is in place **prior to** processing an online application before the candidate's first GCSE examination.

## **A candidate with an existing Form 8 moving from a Level 2 to a Level 3 qualification**

Where a candidate moves to a new centre the SENCo, Access Arrangements Coordinator (or equivalent), may roll forward an existing Form 8 from the previous centre.

## What checks need to be made when a Form 8 is received from another centre?

Where the candidate's new centre receives a fully completed Form 8 from their previous centre, the following checks **must** be made by the SENCo, Access Arrangements Coordinator (or equivalent) before the Form 8 can be rolled forward in the new centre:

- Has Part 1 of Form 8 been completed?
- Is there sufficient information within Part 1 showing the candidate's picture of need and normal way of working?
- Has Part 2 of Form 8 been completed?
- Are the tests recorded within Part 2 of Form 8 current on the date of the assessment, age appropriate and nationally standardised?
- Do the tests recorded in Part 2 meet the current evidence criteria for the access arrangement(s)?
- Was the candidate assessed no earlier than the start of Year 9?
- Has Part 2 of Form 8 been signed and dated by the assessor?
- Has evidence been provided that the assessor holds, as a minimum, a post-graduate qualification in individual specialist assessment at or equivalent to Level 7, or is a specialist teacher assessor holding a current SpLD Assessment Practising Certificate, or is a psychologist holding HCPC registration?
- Has Part 3 of Form 8 been completed, and the declaration signed and dated by the SENCo/Access Arrangements Coordinator/head of centre?

The above checks would also apply where a candidate remains in the same school and moves from Year 11 to Year 12.

## Is additional paperwork required when a candidate moves from GCSE to GCE AS and/or A-level qualifications (or other Level 3 qualifications)?

In addition to the fully completed Form 8, the SENCo, Access Arrangements Coordinator (or equivalent) **must** complete Form 8RF - *Evidence to accompany Form 8 when a candidate progresses from GCSE to GCE qualifications (and other Level 3 qualifications)* to record the checks outlined above and to update the centre-based evidence.

Form 8RF will confirm that 25% extra time and/or a scribe (and a computer reader/reader and/or supervised rest breaks in addition to 25% extra time and/or a scribe) continues to be the candidate's normal way of working.

The SENCo (or equivalent) will detail:

- the candidate's current difficulties to show how they impact on teaching and learning and performance in examinations, summarising feedback from teachers and/or support staff;
- the support and adjustments that are in place for the candidate in the classroom, tests and examinations.

Where a candidate is starting a one-year GCE AS course or a two-year GCE A-level course in September 2024, the SENCo, Access Arrangements Coordinator (or equivalent), **must** check that the candidate meets the **current** published criteria for 25% extra time, i.e. as detailed in the 2024/25 JCQ AARA, **before** a new online application for 25% extra time is processed.

The candidate **must** sign a new candidate personal data consent form. A new online application **must** be processed for the following arrangements:

- 25% extra time;
- scribe/speech recognition technology/word processor with spell check, grammar check and/or predictive text switched on;
- computer reader/reader.

An online application **is not** required for supervised rest breaks.



## Are any other Level 1, Level 2 and Level 3 qualification types covered?

Where all the required checks listed on **page 6** have taken place, a fully completed Form 8 may be used to process an online application for **25% extra time** and/or **a scribe** (or a computer reader/reader in addition to 25% extra time and/or a scribe) for the following qualification types which are covered both by the JCQ AARA and *Access arrangements online*:

- AQA Applied General qualifications
- AQA Level 2 Certificate in Further Maths
- AQA Level 3 Certificate in Mathematical Studies
- BTEC Firsts
- BTEC Level 2 Technicals
- BTEC Nationals
- BTEC Tech Awards
- FSMQ
- OCR Cambridge Nationals
- OCR Cambridge Technicals
- OCR Level 3 Certificates
- T-levels (Pearson specifications)
- WJEC Level 1 and Level 2 General qualifications
- WJEC Level 1 and Level 2 Vocational qualifications
- WJEC Level 1 and Level 2 Vocational Awards (Technical Awards)
- WJEC Level 3 Applied qualifications

For Level 3 qualifications, Form 8RF **must** be completed.

## A candidate with an existing Form 9 resitting GCSE qualifications

Where a candidate wishes to be entered for GCSE examinations in the **November 2024 or June 2025 examination series** to improve upon a previous grade, the SENCo, Access Arrangements Coordinator (or equivalent), may use an existing Form 9 from the previous centre.

The Form 9 **must** be supported by specialist evidence confirming the candidate's disability.

(Specialist evidence **is not** required for a computer reader/reader and/or supervised rest breaks).

The candidate **must** sign a new candidate personal data consent form. The centre **must** then process a new online application using *Access arrangements online*.

(An online application **is not** required for supervised rest breaks).

## A candidate with an existing Form 9 moving from a Level 2 to a Level 3 qualification

When a candidate with an existing Form 9 progresses from GCSE to GCE AS and/or A-level qualifications (or other Level 3 qualifications), the SENCo, Access Arrangements Coordinator (or equivalent) must have available evidence, which clearly shows that the access arrangement is still needed for GCE AS and/or A-level examinations.

This updated centre-based evidence **must** be detailed within Part 1 of a new Form 9 and must specifically relate to GCE AS and/or A-level examinations.

Where the candidate's new centre receives a Form 9 from the previous centre, this can be referred to as evidence of the candidate's history of need and provision.

The new Form 9 will be supported by specialist evidence confirming the candidate's disability. (Specialist evidence **is not** required for a computer reader/reader and/or supervised rest breaks).

The candidate **must** sign a new candidate personal data consent form. The centre **must** then process a new online application using *Access arrangements online*.

(An online application **is not** required for supervised rest breaks.)

The completion of a new Form 9 applies where the candidate remains within the same centre or moves to a different centre.