

**ST. ILLTYD'S CATHOLIC HIGH SCHOOL**  
**ACCESS ARRANGEMENTS AT KS4**  
**MAY 2017**

**GCSE Examinations**

All pupils are entered for external examinations during Years 10 and 11. Disapplications and access arrangements are applied for in relevant cases, usually after discussion with pupils, parents and teachers. They are then formally informed of the appropriate arrangements made.

Pupils are identified by a careful procedure combining:

- ☐ Teacher Assessment KS3
- ☐ National literacy & Numeracy administered tests
- ☐ Subject teacher identification
- ☐ Support specialist teacher observations
- ☐ Information from parents and other agencies
- ☐ History of need
- ☐ History of provision

Following initial identification, pupils' needs are assessed using a range of appropriate standardised test as recommended. Information is then shared with the Examination Officer (Mrs Feneck) and Mrs Robinson /ALNCo or Mrs Yellen/Specialist teacher. Mrs Robinson/Mrs Yellen will then apply for approval from the Joint Council for Qualifications.

Pupils and parents are then informed of their decision and what appropriate arrangements are administered. These arrangements are valid for two years.

Special arrangements generally take the form of a reader for subjects other than English language, or extra time up to 25%. Pupils who are permitted a reader are placed in separate accommodation to prevent disturbance to the other candidates. Pupils who have extra time will be positioned at the front of the room to minimise disturbance and avoid the tendency for them to leave when their peers must.

It is essential that pupils identified are encouraged to take the support that is available through their course.

During lessons it is essential to be aware of those pupils that have been granted access arrangements and encourage them in a sensitive but positive way to make full use of this provision. For pupils who are permitted a reader:

This can be done by always offering to read questions to them. If this presents difficulties as it may disrupt your assessment ask for additional support in the form of a TA or alternative accommodation.

For those who are allocated extra time help students plan their time in an examination by making them aware of the number of minutes available for each question including extra time.

Practice timing them to answer questions in that time. Some students have difficulty approximating the passing of a period of say 25 minutes for an extended answer. Verbal prompts during an in class assessment will help them with this skill.

Pupils with literacy difficulties additionally have difficulties in planning their answers. Writing an extended answer requires the skills of author (ideas and info) and secretary (spelling syntax grammar sentence). These pupils will find it difficult to do these two distinct operations simultaneously.

They need to be encouraged to approach each answer in stages.

- generation of ideas
- sequencing of the ideas
- writing
- proof reading

Approaching their assessments with this structure will assist all pupils. Reinforcement of this process with the added emphasis of allocation of discreet timing for each part of the process will help them to realise their potential and gain the best possible marks.

### **Arrangements for the use of ICT**

Providing a pupil has always used this method to record their written responses no application for access arrangements is necessary.

### **National Tests**

All pupils are entered for National Tests during Years 7, 8 and 9. Disapplications and access arrangements are applied for in relevant cases, usually after discussion with pupils, parents and teachers. They are then formally informed of the appropriate arrangements made.

Pupils sit the Reading, Reasoning and Procedural test at the start of the Summer Term. Results for each test are given to parents and all relevant parties, at the start of the forthcoming academic year.

The test provides two kinds of score, a standardised score and a progress score. These two scores can be very different to results given in other tests and situations.