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# The English School Policy and Practice for Access Arrangements

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Instructions for Parents and Educational Psychologists

## The English School

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Ratified by	The English School Board of Management
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Next Review date	July 2023

## Rationale

The English School Exams Office must work within the regulations stipulated by JCQ (Joint Council for Qualifications) when applying for Access Arrangements.

## Definition

Access Arrangements refers to allowing candidates with specific needs, such as special educational needs, disabilities, or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment.

The kinds of arrangements that can be offered, if need is proven through a verified specialist and a profile of need is established by the school.

As with every year, The English School's Exam Office will be updating records in December 2022 with a view to submitting the required evidence to Exam Boards and JCQ (Joint Council for Qualifications).

## Reports – dates and procedures

### Dates:

All reports from Educational Psychologists regarding Special Educational Needs must be updated by Friday 9th of December 2022 in order for the student to be eligible for Access Arrangements in their External Exams.

### Two-year rule:

All reports must have been submitted within TWO years of sitting an external exam.

**Example 1:** a student with a report issued in Year 3 is not eligible for Access Arrangements for the Year 5 Summer I/GCSE sitting. The report is more than two years old and not valid.

**Example 2:** a student with a report from December of Year 4 is not eligible for Access Arrangements for the Summer sitting of his Year 7 A Level exams. The report is more than two years old and not valid.

**Example 3:** the Exams Office and Inclusion Officer receive a specialist's report for a student in September of Year 4. They are eligible for Access Arrangements in their Year 5 Summer I/GCSE Summer exams.

**Example 4:** the Exams Office and Inclusion Officer receives a specialist's report for a student in November of Year 6. They are eligible for Access Arrangements in their Year 6 (if applicable) and Year 7 A Level Summer exams.

**Example 5:** the Exams Office and Inclusion Officer receives a specialist's report for a student at the beginning of their Year 4. They are eligible for Access Arrangements for exams in Year 4 and Year 5. However, they will need to supply a new report for Access Arrangements no later than the 9th of December in their Year 6 for Access Arrangements for English School internal exams and the external A Level exams.

Please be reminded that our students sit external exams in Year 4. This means that the school will need a valid report by the 9th of December of Year 4 unless they have a valid report from the beginning of their Year 3.

### Report requirements

The report must have the following:

- The Specialist's header, registration number and stamp.
- The final and full report must be written in English.

The tests and the report must be conducted and written by a registered Child or Educational Psychologist licensed to conduct the tests outlined below.

Recommended Tests:

- Weschler Intelligence Scale for Children V Score (verbal, visual, spatial, fluid reasoning, working memory, processing speed)
- Weschler Individual Test 3rd UK 2017
- TEA-Ch Test of Everyday Attention in Children
- MOXO CPT /T.O.V.A
- Motor Free Visual Perception Test
- DISCO (Diagnostic Interview for Social and Communication Disorders)
- ADOS (Autism Diagnostic Observation Schedule)
- ADI-R (Autism Diagnostic Interview – Revised)
- ASEBA (Achenbach Scales of Empirically Based Assessment)

Reading Accuracy, Speed and/or Comprehension

- Wide Range Achievement Test - WRAT 5 or
- Hodder Oral Reading Test - HORT or
- Academic Achievement Battery - AAB or
- Diagnostic Reading Analysis - DRA

Writing Skills

- Wide Range Achievement Test - WRAT 5 or
- Academic Achievement Battery - AAB or
- Graded Word Spelling Test - GWST

### Evidence for Extra Time

- Academic Achievement Battery - AAB or
- Diagnostic Reading Analysis – DRA

## TEST SCORES

### How results from the above tests must be presented in the final report

- Test scores must be included in all reports. It is also useful when reports include test descriptors.
- Test scores must be based on the standard baselines outlined by the respective test. The recommended tests are listed above.
- It is also important that the report includes a clear set of Standard Deviations and descriptors such as Average, Below Average, etc.

**In addition to the tests and questionnaires suggested in this document, diagnosis should be substantiated by the appropriate interviews, observations and time spent in clinical sessions between the psychologist, child and family. This aspect of the evaluation process should be documented without breach of confidentiality.**

The Exams Office and Inclusion Officer reserve the right to reject or ask for another report if the one submitted does not meet all of the above requirements.

Obtaining a verified report is at the cost of the family.

[Submission: Instructions on how to forward your report.](#)

Submissions of reports for review need to be emailed to both the Exams Office and the Inclusion Officer no later than **9th December 2022**.

Along with the specialist's report, we would request that Part 2 of Form 8 also be submitted at the same time. Submission of Part 2, Form 8 does not presuppose that the application for Access Arrangements will be approved. You may request Part 1, Form 8 at [maria.papagapiou@englishschool.ac.cy](mailto:maria.papagapiou@englishschool.ac.cy)

**The SMT in charge of Inclusion or the SENCo may at any time need to discuss the contents of a report with the specialist and reserve the right to do so after first contacting parents making them aware.**

## Note on Form 8

- For additional information and diagnosis (eg. ADD/ADHD, Autism Spectrum Conditions, OCD, Anxiety Disorders etc) which may not be covered by the cognition scores in the first sections of Part 2, it's important to include this in the final box before the signature page of Part 2, under the section labelled 'Other relevant information'. Please include a clear diagnosis and relevant scores/ details.
- In the final part on the signature page, please write your unique registration number: if you are not currently registered in the UK body mentioned, please note the body/ association with which you are registered here in Cyprus and your unique registration number.

### Contact information

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