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THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

The English School Policy and Practice for Access Arrangements

Instructions for Parents and Educational Psychologists

The person responsible for the Policy	Maria Rousou – Assistant Head i/c Examinations & Date Maria Papagapiou – Inclusion office for SEN and AG&T
Ratified by	The English School Board of Management
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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:**

1. 25% extra time
2. Rest breaks

As with every year, The English School's Exam Office will be updating records in December 2021 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 10th of December 2021** 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: A the Exams Office and Inclusion Officer receives a specialist's report 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 students receives a specialist's report 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 student receives a specialist's report 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 10th 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 10th 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 **10th December 2021**.

Contact information

Exams email: exams@englishschool.ac.cy

Inclusion Officer email: maria.papagapiou@englishschool.ac.cy