



Exam Concessions Policy

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Ratified by Governing Body:				
Chair of Governors: Kam Mistry		Signature: <i>K Mistry</i>		Date:26.04.18

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What are exam concessions?

Students that have learning difficulties, physical disabilities, illness (short term or long term), bereavement around or during an exam period and other trauma which is deemed to be a disadvantage during the examination period are entitled to exam concessions.

At The City of Leicester College, we pride ourselves in our inclusion policy and to enhance this during the examination period we have looked at, improved and amended our exam concession policy.

Here we set out a guide to applying exam concessions.

Who do I inform?

I have a student in my class that I feel may need exam concessions, what do I do now?

Following the cause for concern process outlined in your Special Needs staff handbook.

Class teacher/tutor completion of SEND referral form – where concerns are raised
Hub leader/HoY sign/approve SEND referral form
SEND referral form is emailed to Nicola Coton (SENCO)
SEND referral is discussed at SEN cause for concern meeting (fortnightly) - SENCO/Inclusion team (where appropriate Hub Leaders/CLT)
Actions implemented and feedback given to referring teacher/Hub Leader

How is a decision reached?

All decisions will be made in accordance with JCQ Access Arrangements, Reasonable Adjustments and Special Considerations booklet.

Should a student require further testing, the request will be dealt with by the SENCO, who will complete a JCQ form 8 or RA1 BTEC qualification reasonable Adjustment form.

The decision of the Head teacher is final.

Access Arrangements

SENCO testing only

1. Readers/Computer readers
2. Read Aloud
3. Scribes/Voice input systems
4. Word Processors
5. Transcript
6. Prompters
7. Oral Language modifiers
8. Use of Sign Language interpreters
9. Brailers
10. Colour naming for colour blindness
11. Modified Papers
12. CCTV, Low vision aid, OCR scanners, Amplification equipment.

SENCO/Exams Officer / Head teacher

1. Extra time
2. Supervised rest breaks
3. Live speaker for pre-recorded exams
4. Practical assistants
5. Alternative accommodation
6. Bi-Lingual translation dictionaries
7. Colour overlays
8. Coloured paper
9. Coursework extension
10. Early opening of papers
11. Exemptions
12. Separate invigilation within centre
13. Temporary injury requiring AA.

MEA testing only

1. 10% extra time for students that meet all targets set out in JCQ Access Arrangements, Reasonable Adjustments booklet.

Accommodation

With TA support

1. Readers/Computer readers
2. Read Aloud
3. Scribes/Voice input systems
4. Word Processors
5. Transcript
6. Prompters
7. Oral Language modifiers
8. Use of Sign Language interpreters
9. Brailers
10. Colour naming for colour blindness
11. Modified Papers
12. CCTV, Low vision aid, OCR scanners, Amplification equipment
13. Temporary injury requiring AA (requiring a scribe only).

Normal Exam Rooms

1. Extra time
2. Supervised rest breaks
3. Practical assistants
4. Bi-Lingual translation dictionaries
5. Colour overlays
6. Coloured paper.

Alternative Exam Room

1. Live speaker for pre-recorded exams
2. Alternative accommodation
3. Separate invigilation within centre
4. Temporary injury requiring AA (if not requiring a scribe).

Special Considerations

1. Terminal illness of the learner
2. Terminal illness of a parent/carer
3. Very recent bereavement of a member of the immediate family
4. Severe injury arising from a car accident
5. Recent traumatic experience such as death of a close friend or distant relative
6. Flare-up of a severe congenital condition such as epilepsy, diabetes, severe asthmatic attack
7. Recent physical assault
8. Temporary accident, illness or injury at the time of assessment
9. Broken limb on the mend
10. Serious disturbance during an examination.

Dates & Deadlines

Modified Papers:

Deadline for requesting papers for November Exams	20 th September
Deadline for requesting papers for January Exams	4 th October
Deadline for requesting papers for Summer Exams	31 st January

Access Arrangements:

Deadline for Summer Exams	21 st February
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The Exam Concessions Team

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