

22 April 2021

Dear Parent/Carer

Re: Access Arrangements during Teacher Assessed Grading

We are very mindful of the fact that with the cancellation of exams this summer, some students who would have benefitted from access arrangements and their parents may be concerned about procedures that the school will be able to put in place to ensure that they are not disadvantaged in any way.

Where assessment tasks take place during this term they will not be exams and they will not be in the exam hall and will instead take place in normal lesson time, in line with Ofqual guidance. This requires us to tailor our approach to access arrangements differently.

Please note, in accordance with the JCQ Exams 2021 guidance, access arrangements will be made available where possible and only in cases where it is normal practice for students to receive such support in an assessment, rather than an exam. We need to remember that these assessments are not exams in controlled examination conditions. If it is not possible for a particular access arrangement / reasonable adjustment to be in place or provided, the teacher will record the reason for this and will demonstrate that this was taken into account when making any final assessment judgement, with adjustments made accordingly as necessary to an assessment grade.

Across the Year 11 & 13 cohort there are a wide variety of different access arrangements in place for examinations, and our procedures for dealing with each of these are set out below.

Access Arrangement	Procedures for Assessment Tasks
Extra Time	<p>As the assessment tasks have to be managed during the constraints of a normal lesson timetable we will have two procedures in place. The majority of assessment tasks will be designed to be undertaken within 40 minutes. This will ensure that students who are entitled to extra time can be given the extra time required within the duration of the lesson. Where double periods are used, the same principle will be in place, with longer tasks.</p> <p>Where it is not possible to allow the extra time within the duration of the lesson arrangements will be made for students to continue the task at another time – usually during the next lesson. We will ensure that assessment tasks are timetabled so that where this happens a student does not miss the start of another task.</p>
Prompter	Depending on the level of need and the nature of the assessment task the class teacher will normally be available to undertake this role. Support may also be given by a Teaching Assistant.
Reader	Depending on the level of need and the nature of the assessment task this role will be undertaken either by the class teacher or a Teaching Assistant.
Reading Aloud	Depending on the level of need and the nature of the assessment task students

	who read aloud will be allowed to complete assessment tasks in a small room in order to make them feel more comfortable and to prevent disturbance for other students.
Read-Write-Gold	Depending on the level of need and the nature of the assessment task students who use Read-Write-Gold will be able to do so in a small computer room.
Word Processor	Depending on the level of need and the nature of the assessment task we have a room set up ready for students to complete assessment tasks using a Word Processor.
Anxiety (Social, Emotional, Mental Health - SEMH)	All teachers have been trained to be aware that many of our young people will be feeling anxious about their experience this year and the future assessments in Term 5. Depending on the level of need and the nature of the assessment task where a student is displaying signs of anxiety teaching staff will allow them to have a supervised rest break. Some students have other arrangements in place for helping with anxiety which will also be allowed. We hope that the need for this will be reduced as students are not sitting formal examinations which can cause high levels of anxiety.
Scribe	Depending on the level of need and the nature of the assessment this will be carried out by a Teaching Assistant.
Supervised Rest Breaks	Assessment tasks will be considerably shorter than normal examinations which should reduce the needs for supervised rest breaks. However, where it is needed students will still be able to have a rest break.
Modified Papers	Depending on the level of need and the nature of the assessment any assessment task materials will be modified in the same way that examination papers would be.
Coloured Papers	Depending on the level of need and the nature of the assessment any task materials will be provided on coloured paper in the same way that full examination papers would.

In addition to all of these procedures, teaching staff in determining the final grade will be able take into account the specific needs of each student, and the conditions in which the work undertaken across the duration of the course has been completed when looking at the overall evidence in a **holistic way**.

We hope that this has provided some reassurance and that students can approach the final few weeks of the academic year with confidence.

If you have any questions, please email the newly set up email tab for Year 11 & 13 Exams 2021:

- Exams2021@bourneacademy.org

Yours sincerely,



Lucy Conley
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