



ABBOTSHOLME SCHOOL
ACCESS ARRANGEMENTS

As detailed in the General Regulations for Approved Centres, 1 September 2015 to 31 August 2016, I set out below the procedures followed with regard to Access Arrangements at Abbotsholme School to ensure that these are administered correctly.

The Head of Learning Skills, Mrs. L. Donnachie, is a qualified and experienced specialist teacher and she assesses the candidates with specific learning differences, in order that they receive appropriate concessions for public examinations in accordance with JCQ regulations.

The Head of Learning Skills liaises with the Examinations Officer to ensure that access arrangements are in place and all Invigilating Staff are made aware of candidates who have access arrangements.

Access arrangements for foreign students, who have been in the country for less than two years, are applied for by the Examinations Officer in consultation with the Head of Learning Skills and the EAL Co-ordinator.

All applications and correspondence relating to access arrangements are made available to a JCQ Inspector, together with Data Protection Notices, signed by candidates giving consent to relevant information being used to process their access arrangements electronically.

Julie Benfield
Exams Officer
September 2015