



ST. JOHN'S COLLEGE

Policy on Access Arrangements

November 2022

DOCUMENT MANAGEMENT	Document Title	St John's College: Access Arrangements Policy
	Current Edition	November 2022
	First Edition	2020
	Revised	Annually
	Next Review Due	November 2023
	Document Custodian	St John's College: Head of Da Vinci Centre

Policy on Access Arrangements

1. POLICY ON ACCESS ARRANGEMENTS AND PROCEDURE FOR WORKING WITH READER/SCRIBES

- 1.1 Application is made via the Educational Psychologist, DVC HOD or the Examinations Officer.
- 1.2 Once requested, all parties are notified.
- 1.3 Student to have Educational Psychologist Assessment with specific recommendation for READERS/SCRIBE/EXTRA TIME (this can be with any registered Educational Psychologist).
- 1.4 While an assessment is conducted by the Educational Psychologist, the student's subject teachers complete a Learning Support Arrangement document on LISA and, under the guidance of the Educational Psychologist and DVC HOD, try to identify and corroborate the difficulty noted or being experienced and provide evidence to support it. **This will be subject specific.**
- 1.5 Parents to present Educational Psychologist report to SJC Educational Psychologist (Shared with DVC). If another Educational Psychologist assesses a student the parents are responsible to furnish the SJC Educational Psychologist with the relevant assessment.
- 1.6 Recommendations are made based on the cumulative evidence provided.
- 1.7 In cases where conflicting information is provided or cannot be supported by all parties, the cumulative data will be made available to the Head of Centre who will make a final decision on the allocation of the access arrangement.
- 1.8 All evidence will be kept on record.
- 1.9 The Head of Centre/SJC Headmaster is ultimately responsible for the provision of evidence and the custodian of due process.

PARENTS / ED PSYCH / EXAMS OFFICER / DVC HOD / HEADMASTER



- 1.10 SJC to provide parents with list of READER/SCRIBES accredited by SJC.



- 1.11 If a parent has an alternative suggestion for READER/SCRIBE, the nominated individual is required to attend annual SJC trainings in order to be added to the SJC list.

PARENTS / READER / SCRIBE / ED PSYCH



- 1.12 Parents to contact READER/SCRIBE and arrange private payment for services rendered.

PARENT / READER / SCRIBE



- 1.13 All READERS/SCRIBES have to attend two workshops per year at SJC in order to maintain accreditation:
- 1.13.1 **Trinity Term (Term 2):** Workshop for all students who are eligible for a reader/scribe/extra time and their readers/scribes.
 - 1.13.2 **Christmas Term (Term 3):** Workshop for all readers/scribes to reiterate rules for external examinations with examinations officer, SJC Educational Psychologist and DVC staff.
- 1.14 Workshops to be organised by DVC/Educational Psychologist.
- 1.15 READERS/SCRIBES to sign confidentiality agreement and give to Exams Officer.
- 1.16 Parents to inform Educational Psychologist/Exams Officer who they are employing and complete relevant form.

READERS / SCRIBES / ED PSYCH / EXAMS OFFICER / DVC STAFF / DVC PREFECT



- 1.17 It is the parents' responsibility to ensure that Readers/Scribes are informed of time, date and venue of each of their children's examinations. SJC is not responsible for the late arrival or no-show of Readers/Scribes.



- 1.18 Please note that St John's College is not responsible for failure of parents to pay for READERS/SCRIBES. This is a private arrangement.

PARENTS / ED PSYCH / EXAMS OFFICER



- 1.19 We **strongly** advise that it is in the best interests of the students to find a READER/SCRIBE with whom they are comfortable, to practise regularly together and to keep the same person throughout the course of the student's academic career.
- 1.20 Please note that a review of assessments and recommended Access arrangements will need to take place every three years. This is in keeping in line with the requirements as set out by Cambridge.
- 1.21 If a student is eligible for extra time then he/she will be given 25% extra on Cambridge Examinations.
- 1.22 This provision is practised from Form 1 and we advise that this recommended access arrangement is tried out so that it becomes a normal way of working by the time the student writes his/her IGCSEs.
- 1.23 If a student is in Form 1 - 2, and extra time is recommended as an access arrangement, he must take this access arrangement and he will not be allowed to leave the examination early as he needs to learn how to use this access arrangement effectively.
- 1.24 If the student has been eligible for extra time and has not taken the access arrangement in examinations by the end of the Form 3 year, then it is at the discretion of the Head of Centre whether he is permitted this access arrangement for his IGCSE examinations.
- 1.25 It is possible that a student may only be assessed after Form 3, as learning disabilities may become apparent later in schooling years. It is important, therefore, that he takes every opportunity to use the recommended access arrangement so that it becomes his normal way of working.



2. CONFIDENTIALITY AGREEMENT BETWEEN ST JOHN'S COLLEGE AND READER/SCRIBES

- 2.1 I understand that in the course of my work as reader/scribe at St John's College, I may become aware of personal and confidential information pertaining to specific students such as information relating to students' grades, academic performance, behaviour, disabilities and related matters.
- 2.2 I understand and agree that I will not disclose such confidential information except to St John's College staff who may have a need to know.
- 2.3 I understand and agree that my job as a reader/scribe is to act as a "word processor" for the student only.
- 2.4 I further agree that during the course of my work, I may come across information about St John's College students, parents, staff and administration. I will hold all such information in the strictest of confidence and I will not use, copy or disclose such information to any other individual, in whole or in part, in any manner or form, unless I have the express authority of the Headmaster to do so.
- 2.5 I understand that my role as reader/scribe at St John's College is dependent on adherence to the requirement for confidentiality.

Name of Reader/Scribe:			
Signature of Reader/Scribe:		Date:	

