

Access Arrangements & Reasonable Adjustments

SIEVEMK Gateway is committed to ensuring that all candidates can access their examinations fairly and in accordance with JCQ *Access Arrangements and Reasonable Adjustments* regulations.

Access arrangements are agreed before an examination and allow candidates with a disability, learning difficulty or medical conditions to demonstrate their knowledge without being placed at a substantial disadvantage.

Examples include:

- 25% extra time
- Supervised rest breaks
- Use of a word processor
- Reader or scribe
- Modified examination papers

All access arrangements must:

- Be supported by appropriate evidence
- Reflect the candidate's normal way of working
- Be approved in accordance with JCQ requirements where necessary.

We do not charge a disabled candidate an additional fee for the granting or approval of a reasonable adjustment in accordance with JCQ guidance.

Candidates are advised to contact the Centre at the point of enquiry so that arrangements can be discussed in advance of entry deadlines.

ACCESS ARRANGEMENTS – FEES & SERVICES

Examination Delivery & Optional Services

As an independent private examination Centre, we operate without public funding for examination delivery.

Our standard examination entry fee covers:

- Administration of entries
- Standard invigilation
- Shared examination room allocation

In certain circumstances, an examination sitting may require an alternative delivery configuration. Where this is the case, additional operational costs may arise.

Examples of session-based services may include:

- Exclusive room booking (where requested or required)
- Dedicated invigilation allocation
- Secure provision of Centre-owned IT equipment
- Home invigilation (where approved)

These charges relate to the delivery model of the examination session and not to the approval of access arrangements.

Where a candidate requires a reasonable adjustment under the Equality Act 2010 and JCQ regulations, the Centre will ensure the adjustment is implemented appropriately.

If you are unsure whether a service relates to a reasonable adjustment or optional examination delivery, please contact the Centre for clarification prior to booking.

DEADLINE FOR ACCESS ARRANGEMENTS

The deadlines for applying for Access Arrangements are:

Autumn 2025

Access Arrangements Deadline (including Modified Papers)

- JCQ: Deadline is **8th September 2025**

January 2026

Access Arrangements Deadline date is **6th October 2025**

Summer 2026

- JCQ (Modified Papers): **12th January 2026**
- JCQ (Access Arrangements inc. evidence): **26th January 2026**

The **Home Invigilation** deadline date for Summer 2026 is **22nd December 2025**

Please note: the deadline date is for when all evidence for Access Arrangements needs to be received by. After entries are made, expect an email from exams@sievmk.org.uk requesting the relevant evidence.

If you do not receive an email, please check your junk/spam folders before reaching out to us.