

ACCESS ARRANGEMENTS

ACCESS REGULATIONS

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements fall into two distinct categories: some arrangements are delegated to centres, others require prior JCQ awarding body approval.

Click the link below for more information.

[Insert JCQ AA REGULATION LINK HERE](#)

WHAT ARE ACCESS ARRANGEMENTS?

Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to participate in an assessment without changing the demands of said assessment. Notification allows us, as the examining centre, to organise readers, scribes and other required arrangements where needed/requested. This ensures Awarding Organisations can comply with the requirements of the Equality Act 2010 to make 'reasonable adjustments'.

The Equality Act 2010 requires an Awarding Organisation to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.

How reasonable the adjustment is, will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

The Access Arrangements Process

To initiate Access Arrangement requirements, you will need to complete our **[INSERT LINK TO APPLICATION FORM HERE](#)** and indicate the need for Access Arrangements in the appropriate section. Once you have paid your exam entry fees, we will be in touch to discuss your requirements.

We will discuss with you what evidence is required to apply and complete the necessary paperwork. The Access Arrangements process varies from candidate to candidate and the evidence required is likely to differ for each application. We will work with you throughout the process to ensure you are kept informed at all stages.

What do SIEVEMK GATEWAY charge for Access Arrangements?

Any learner booking their exams directly with Tutors & Exams, regardless of centre venue, will receive Access Arrangement services Free at Point of Delivery*, subject to resource availability.

Please note we have limited resources at our centres (e.g. Single rooms available for Reader/Scribe or candidates needing to read aloud) and they are provided on a first come, first served basis.

To initiate Access Arrangement requirements, you need complete our [online application form](#) specifying your need for Access Arrangements in the appropriate section. Once we have received payment for your exam entry, we will be in touch to discuss your AA requirements.

* There is one exception; Candidates requesting 'home invigilation', due to medical or mental health issues, will be charged invigilator and chaperone travel expenses plus chaperone attendance expenses.

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@sievemk.org.uk requesting the relevant evidence.

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

Thank you.

Important Note:

Home Invigilation is a limited resource and is offered on a first-come, first-served basis. We strongly recommend that you apply as early as possible to help us accommodate your needs effectively and ensure a smooth process.

WHAT DO I NEED FOR ACCESS ARRANGEMENT APPLICATION

What you need to do, for your personal circumstances:

1. Evidence – Documentation you need to show SIEVEMK GATEWAY

Available arrangements – How we can assist in many ways

Important Notice

Whilst we endeavour to support all candidates with Access Arrangement requirements, this is subject to receiving exam board approval and is not guaranteed.

Exam bookings requiring Access Arrangements are on a first come, first served basis, especially for the provision of own rooms and word processors. Therefore, please submit any entries and medical evidence well in advance of the entry deadlines.

What Evidence Might I need for Access Arrangements?

The regulations for access arrangements require us to hold a file containing evidence that the candidate would be at a disadvantage without assistance. In order for us to do this you will need a selection of evidence to show that there is definite need for the access arrangements. We have provided a list of board accepted evidence below. You will not need to supply everything on the list, just the items you already have. We can help work on obtaining more evidence if and when required.

All documents supplied must be originals and not copies.

- Previous Form 8 from school or college. Alternatively, use SIEVEMK GATEWAY assessor. Please note all assessments are charged separately from exam fees and cost depends on the length of the assessment as each candidate has different requirements.
- Previous school records, reports, or prior access arrangements
- Educational psychologist or specialist teacher assessment reports
- Private tutor or learning support notes
- Work samples that show the candidate's typical working patterns
- Medical or clinical documentation supporting a specific learning difficulty or disability
- Candidate self-report statements, if corroborated with other evidence
- Samples of writing (completed within the centre)
- Mock exam paper (conducted within the centre) or online through Edexams, our professional invigilation service. The fee for completing an unmarked mock for access arrangements purposes is £60.00.
- An IEP or equivalent stating the need of support
- A current Educational Health and Care Plan

If the learner is under the age of an equivalent Year 9 school child; there may be a possibility that Access Arrangements will not be granted. This is dependent on the Exam Board decision

and specific conditions relating to your child. Obtaining reports and testing does NOT guarantee approval will be granted. Applications, evidence and documentation is provided to the Exam Boards, and the final decision is theirs.

Upon completion of the evidence gathering, we will apply to the awarding body for the access arrangements required. The outcome of the application will be communicated to the learners as soon as it is completed.

What access arrangements are available to me?

Examples of access arrangements available

- Time and breaks:
 - Extra time
 - Supervised rest breaks
- Human support:
 - Scribe (writes down answers for the candidate)
 - Reader (reads questions aloud)
 - Prompter (helps with staying on task)
- Technology:
 - Word processor or laptop
 - Assistive software (e.g., screen reader, voice recognition)
 - Exam reading pen
- Modified materials:
 - Modified exam papers (e.g., larger font, braille, coloured paper)
 - Tactile diagrams
 - Coloured overlays or screen overlays
- Environment and logistics:
 - Taking exams in a private room