



## ACCESS ARRANGEMENT CHECKLIST

<b>BEFORE ASSESSMENT HAVE YOU OBTAINED:</b>	<b>YES?</b>
Evidence of need from subject teachers/ LSAs/TAs? I.e what are the barriers to learning?	
Background information regarding history of need? E.g. SATs results, when first identified, intervention and support provided in the past, any other previous tests/assessment results?	
Evidence of normal way of working from previous exams?	
Evidence of use of access arrangements in previous exams?	
The student's view?	
Evidence of normal way of working in the classroom? I.e. what are teachers/support staff providing which is different and additional to the usual provision?	
Information of the specific difficulties and how they impact upon the teaching and learning in the classroom?	
Informed parents of your concerns and obtained any relevant information from them?	
Completed Form 8 Part 1?	
Provided the background information to the specialist assessor?	
<b>AFTER ASSESSMENT, HAVE YOU:</b>	
Discussed the results of the assessment with the specialist assessor?	
Discussed the results with the student and parents (where relevant)?	
Received the completed Form 8 Part 2 which is signed by the Specialist Assessor who conducted the assessments?	
Identified the appropriate access arrangement for the candidate according to their individual need?	
Completed Form 8 Part 3?	
Received the Data Protection notice from the Student?	
<b>AFTER MAKING THE APPLICATION ONLINE, HAVE YOU:</b>	
Informed parents?	
Informed the student?	
Informed teaching and support staff?	