# TEACHER SELF-AUDIT

| Teachers, do you: | Yes | No | Not sure |
|---|---|---|---|
| Understand the core principles for exam access arrangements? | | | |
| Have an understanding of the main access arrangements which are available? | | | |
| Have an understanding of the application process? | | | |
| Know the cut-off dates for application? | | | |
| Know what to look out for when referring a student of concern, for consideration for access arrangements? | | | |
| Know how to refer a candidate of concern to the SEND team? | | | |
| Know what evidence is needed for an application to be made? | | | |
| Know the individual needs of the students in your class? | | | |
| Complete any questionnaires, such as Evidence of Need Questionnaire, in a timely fashion? | | | |
| Know the support which is needed by students in your class, and why it is needed? | | | |
| Know how the individual needs of students act as barriers to learning within your subject area? | | | |
| Know how to double mark an exam script (where appropriate)? | | | |
| Know how to feedback on internal exams and who to feedback to? | | | |
| Know where to look to obtain information about the access arrangements for a particular student in your class? | | | |
| Know where to find Referral Forms and Questionnaires? | | | |
| Provide access arrangements during internal exams and note whether, and how, it is used? | | | |
| Discuss how the exam access arrangement is used with the student themselves? | | | |