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| Are the qualifications of the assessor listed?  |  |  |  |
| Is the Candidate's name on every page?  |  |  |  |
| <b>Form 8 Part 3 to be completed by the SENCO after the assessment</b>  |  |  |  |
| Is the Form 8 Part 3 complete and signed by the SENCO?  |  |  |  |
| Is Part 3 dated after the assessment, but within 1 month of it?   |  |  |  |
| <b>Additional Information</b>   |  |  |  |
| Is there a Data Protection Notice completed appropriately and signed by the candidate?  |  |  |  |
| Are there additional supporting documents showing liaison with teachers?<br>E.g., completed Teacher Questionnaire, Mock exam papers, IEP  |  |  |  |
| <b>No Form 8 required:</b>  |  |  |  |
| Where the application is based upon a medical condition or other disability, such as autism, is there:  |  |  |  |
| <ul style="list-style-type: none"> <li>- supporting evidence from the clinician?</li> <li>- E.g. CAMHS, SALT, PT, OT, LA support services</li> </ul>  |  |  |  |
| <ul style="list-style-type: none"> <li>- A detailed file note stating the nature of the condition, that it is a long-term disability under Equality Act (2010) definition and the impact it has upon access to the learning environment, in addition to providing evidence of normal way of working?</li> </ul> |  |  |  |
| <ul style="list-style-type: none"> <li>- a letter from the SENCO on Centre letter-headed paper accepting or not the Clinician's letter?</li> </ul>  |  |  |  |
| No Form 8 is required for a <b>Reader/Computer Reader</b> , but additional evidence is essential:   |  |  |  |
| <ul style="list-style-type: none"> <li>- Is there a Short File Note detailing the candidate's disability and how this impacts upon access learning, the normal way of working</li> </ul>  |  |  |  |
| <ul style="list-style-type: none"> <li>- Supporting evidence, such as Teacher Questionnaire?</li> </ul>   |  |  |  |

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| - Application through the AAO in the normal way, with print-out available for viewing?  |  |  |  |
| - Where Reader and 25% Extra time are being applied for, is there an appropriately completed Form 8 (for ET) in addition to the File Note (for Reader)?   |  |  |  |
| <b>Access Arrangements Online</b>   |  |  |  |
| Is there a print-out of the approval document from the AAO?   |  |  |  |
| Does the AAO print-out information match that of the form 8? I.e., applying for the correct EAA? Stating appropriate information as evidence?             |  |  |  |
| Has the AAO application been made within 26months of the final exams?   |  |  |  |
| <b>Education, Health and Care Plan: No requirement for Form 8 or specialist assessment</b>  |  |  |  |
| Is there a copy of the EHCP held on file?   |  |  |  |
| Does the EHCP clearly state the needs for AA in exams?  |  |  |  |
| Is there additional supporting evidence from specialist to corroborate the need, which is dated after the start of Year 9?                                |  |  |  |
| Is there a detailed File Note which outlines the areas of need and normal way of working within the Centre, signed and dated by the SENCO?                |  |  |  |
| Is there evidence of use from Teachers, such as Teacher Questionnaire and Feedback from Exams?  |  |  |  |
| Has the EAA been applied for online through the AAO?  |  |  |  |
| Has the application been approved and AAO print-out held on file?   |  |  |  |
| <b>Access Arrangements which do not require assessment or AAO application, including Rest Breaks, Laptop, Prompter</b>                                    |  |  |  |
| In the case of a word processor, is there a short File Note to show that this is the candidate's normal way of working and the reason for using a laptop? |  |  |  |
| Prompter: is there a short File Note stating why the candidate needs a Prompter and what they will say as a prompt?                                       |  |  |  |

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| Rest Breaks:<br><ul style="list-style-type: none"> <li>- Is there a Short File Note which outlines the candidate's disability and how it impacts upon learning and showing that RB are the candidate's normal way of working?</li> <li>- Does the File Note state specific the duration and frequency of the RB?</li> </ul> |  |  |  |
| Is there evidence that the candidate has agreed to this concession?   |  |  |  |
| Where any of the above are being applied for in addition to 25% extra time, is there a completed Form 8 and AAO approval?   |  |  |  |
| <b>OTHER</b>  |  |  |  |
| Is there is an up-to-date access arrangement policy (within the current academic year)?   |  |  |  |
| Is there an up-to-date word processor policy (within the current academic year)?  |  |  |  |
| Is there evidence of the SENCO and Specialist Assessor attending update training annually at the beginning of each academic year?   |  |  |  |
| Are the details of the specialist assessor's qualifications held on file?   |  |  |  |
| Is there a details list of invigilators, readers and scribes?   |  |  |  |
| Is there a detailed record of the invigilator's training held on record?  |  |  |  |
| Is there a detailed record of the Exams Officer's training on record?   |  |  |  |
| Is there a detailed record of the SENCO and/or specialist assessors training on record?   |  |  |  |
| Is there a detailed record of the training for Readers/Scribes held on record?  |  |  |  |