

## AUDITING EXAM ACCESS ARRANGEMENTS FILES

Use this form to quality-assure and monitor compliance to the current Regs. Select a sample of your files for auditing and use one form for each file.

Name of Candidate	Exam Series	GCSE/GC	E*		Date of Exam Series:
Name of Auditor	Role				Date of Audit
FILES WHICH REQUIRE A FORM 8 AND APPLICAT	ION VIA THE A	AO	Y	Ν	COMMENTS
Is the Form 8 front page completed with full name, date of birth, date of exam					
series, Centre Number and Candidate Number?					
Form 8 Part 1: to be completed by the SENCo pri	or to assessme	ent			
Are all sections of Form 8 Part 1 completed fully?					
Is there a history of need?					
Is there a picture of current need?					
Is there an explanation of the candidate's normal way	of working and	how			
this mitigates their difficulties?					
Form 8 Part 2: To be completed following specia	list assessmen	t by the a	ssesso	r <mark>who</mark> h	has a close working relationship with the Centre
Is the Form 8 Part 2 complete showing appropriate as	sessments and a	at least			
two sub 85 scores in appropriate areas?					
Have appropriate tests been used to complete the ass	essment, which	are fully			
standardised, the most recent editions and are for the	e required age-g	roup?			
Are test scores reported as standard scores?					
Other Information: Where further test scores are cited	d, have the date	of			
assessment, test name and ceiling been provided?					
Is the Form 8 Part 2 signed by the assessor?					

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Are the qualifications of the assessor listed?	
Is the Candidate's name on every page?	
Form 8 Part 3 to be completed by the SENCO after the assessment	
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?	
Additional Information	
Is there a Data Protection Notice completed appropriately and signed by the candidate?	
Are there additional supporting documents showing liaison with teachers? E.g., completed Teacher Questionnaire, Mock exam papers, IEP	
No Form 8 required:	
<ul> <li>Where the application is based upon a medical condition or other disability, such as autism, is there: <ul> <li>supporting evidence from the clinician?</li> <li>E.g. CAMHS, SALT, PT, OT, LA support services</li> <li>A detailed file note stating the nature of the condition, that it is a</li> </ul> </li> </ul>	
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?	
<ul> <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: - Is there a Short File Note detailing the candidate's disability and how	
<ul> <li>this impacts upon access learning, the normal way of working</li> <li>Supporting evidence, such as Teacher Questionnaire?</li> </ul>	



- 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)?		
Access Arrangements Online		
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?		
Education, Health and Care Plan: No requirement for Form 8 or special	st assessment	
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?		
Access Arrangements which do not require assessment or AAO application, in	luding Rest Breaks, Laptop, Prompter	
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: - 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?	
- Does the File Note state specific the duration and frequency of the RB?	
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?	
OTHER	
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?	