



Types of disability/access need

Learning difficulties without EHCP*

*A Statement of Special Educational Needs (Northern Ireland) or an Individual Development Plan (Wales)

Other access needs

Learning difficulties with current/valid EHCP*

Sensory and/or physical needs

SEMH needs (e.g. ADHD)

SLCN (e.g. ASD)

Medical condition



Evidence required

Form 8 is required

Part 1 completed by the SENCo

Candidate is assessed by the centre's appointed assessor

Part 2 with below average scores for:

speed of writing

AND/OR

spelling accuracy with unrecognisable attempts

Part 3 completed by the SENCo

Specialist evidence confirming the candidate's disability

+

Form 9 completed by the SENCo

a scribe[†] is the candidate's normal way of working

+

teaching staff support the use of a scribe[†]

+

there are some subjects (e.g. Maths) where the candidate is unable to use a word processor with the spell check and grammar check switched off



Approval route

Process an online application for a scribe using AAO

SENcos must refer to section 5.7 and Appendix 2 of the JCQ regulations for detailed information on the use of a scribe