



Joint Council for
Qualifications^{CIC}


Access arrangements when a candidate changes centre

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Produced on behalf of:



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This guidance supports schools, colleges and training providers in managing access arrangements when a candidate transfers between centres. It explains when existing forms can be reused, when supporting documents must be updated, and when new evidence or forms are required to comply with JCQ regulations.

This includes:

- candidates transferring mid-course (e.g. during GCSEs, A-levels, or other Level 2 or Level 3 qualifications);
- candidates resitting qualifications at a new centre;
- candidates progressing from Level 2 to Level 3 qualifications (e.g. GCSE to A-level).

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1. General principles

- Access arrangements **must** always be based on **current need** and reflect the candidate's **normal way of working** in their new centre.
- Centres must not rely solely on previous applications. They must ensure:
 - evidence is valid and complete; and
 - arrangements remain appropriate.
- All access arrangements must comply with the **current JCQ regulations** for the relevant academic year.

2. Reusing an existing Form 8

Form 8 is used to apply for access arrangements for candidates with learning difficulties. It includes assessment data, background information, and teacher input.

A fully completed Form 8 may be reused if:

- The arrangement remains appropriate and is still the candidate's **normal way of working**.
- The original Form 8 includes **Parts 1, 2 and 3**, fully completed and compliant. Parts 2 and 3 **must** be signed and dated.
- The standardised assessments in Part 2 were conducted **no earlier than Year 9**.
- The tests used meet JCQ requirements (e.g. nationally standardised, age-appropriate).
- The assessor held a valid **Level 7 or equivalent qualification** and evidence of this is held on file.
- The evidence on Form 8 aligns with the access arrangement(s) being re-applied for.

In these cases:

- A **new online application** must be submitted via AAO and approved.
- **Form 8RF must** also be completed if the candidate has now progressed to Level 3 qualifications.

3. When Form 8RF is required

Form 8RF (“Roll Forward”) **must** be completed when:

- A candidate with a valid, compliant Form 8 **progresses from Level 2 (e.g. GCSE) to Level 3 (e.g. A-level) qualifications and:**
- The new centre wishes to use the existing Form 8 to support a new online application; and
- The candidate requires any of the following arrangements:
 - 25% extra time;
 - a scribe;
 - a computer reader/reader in addition to 25% extra time and/or a scribe;
 - supervised rest breaks in addition to 25% extra time and/or a scribe.

Form 8RF confirms:

- A series of checks have been completed on the existing Form 8 to ensure it is compliant.
- The access arrangement remains the candidate's **normal way of working**.
- Updated teacher evidence has been gathered.
- The candidate's needs remain consistent with the original evidence.

Form 8RF **must** be completed **before a new online application is processed**.

Centres **must** also refer to section 5.2 of the JCQ regulations for information on when samples of evidence are required for **25% extra time** applications.

4. When a new Form 8 is required

A **new Form 8 must** be completed when:

- The previous centre's evidence (Form 8 and/or assessor qualification evidence) is not available or accessible.
- The original Form 8 is incomplete or non-compliant (e.g. missing sections, not signed or outdated assessments).
- The arrangement is no longer the candidate's normal way of working.
- The candidate's needs have changed since the original assessment.
- The candidate is progressing from Level 2 (e.g. GCSE) to Level 3 (e.g. A-level) and requires an arrangement that cannot be rolled forward (i.e. 26% to 50% extra time or a Language Modifier).

In these cases:

- A **new Form 8 must** be completed and held on file.
- A **new online application** must be processed.

Centres **must** also refer to section 5.2 of the JCQ regulations for information on when samples of evidence are required for **25% extra time** applications.

5. Reusing an existing Form 9

Form 9 is used for candidates whose access arrangements are based on a **medical, sensory, physical, mental health or psychological need**, or a formal diagnosis of a condition such as:

- ADHD.
- Anxiety or depression.
- Autism Spectrum Disorder (ASD).
- A physical or sensory impairment.
- Speech, language and communication needs.

It is also used for candidates with:

- an **Education, Health and Care Plan (EHCP)** (England);
- an **Individual Development Plan (IDP)** (Wales);
- a **Statement of SEN** (Northern Ireland);
- **learning difficulties** who need a computer reader/reader or supervised rest breaks, but **do not** need 25% extra time and/or a scribe.

Form 9 may be reused for the same qualification level (e.g. resitting GCSEs, Functional Skills to GCSEs or GCSEs to Level 2 VTQs) **if**:

- The form is fully completed.
- The arrangement is still needed and is the candidate's normal way of working.
- The supporting medical or psychological evidence remains valid.
- There is no change in the candidate's condition.
- The evidence on Form 9 aligns with the access arrangement(s) being re-applied for.

In these cases a **new online application must** be processed if required for the arrangement.

6. When a new Form 9 is required

A **new Form 9 must always be completed** when:

- The candidate is progressing from **Level 2 (e.g. GCSE)** to **Level 3 (e.g. A-level)**
NB: Form 9 **cannot** be rolled forward when the candidate moves to a new qualification level.
- The original Form 9 was incomplete or non-compliant.
- The candidate's needs have changed.
- The original medical evidence is no longer valid (e.g. was temporary or time-limited).
- The arrangement is no longer the candidate's normal way of working.

In all these cases:

- A **new Form 9 must** be completed and held on file.
- A **new online application** must be processed if required for the arrangement.

Centres **must** also refer to section 5.2 of the JCQ regulations for information on when samples of evidence are required for **25% extra time** applications.

7. Summary table

Scenario	Form 8	Form 9	Form 8RF	New form required?
Resitting GCSE English Language and/or Mathematics	Yes	Yes	No	A new form is not needed if the existing form is compliant
Progressing from Level 2 (e.g. GCSE) to Level 3 (e.g. A-level) with existing Form 8	Yes	No	Yes	A new Form 8 is not needed, but Form 8RF must be completed
Progressing from Level 2 (e.g. GCSE) to Level 3 (e.g. A-level) with an existing Form 9	No	No	No	A new Form 9 must be completed
Candidate's needs have changed	No	No	No	A new Form 8 or 9 must be completed
Existing evidence is incomplete or unavailable	No	No	No	A new Form 8 or 9 must be completed