

	Candidate's name
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Type in name and click 'Return' to replicate name on each page header

Profile of need

This form **must only** be used for:

- candidates with communication and interaction needs
- candidates with a medical condition (formally diagnosed by a registered specialist)
- candidates with sensory and/or physical needs
- candidates with social, emotional and mental health needs
- candidates with speech, language and communication needs
- candidates with learning difficulties who are subject to a current EHCP (England), Statement of Special Educational Needs (Northern Ireland) or IDP (Wales)
- candidates with learning difficulties who require a computer reader/reader and/or supervised rest breaks but **do not** require extra time and/or a scribe

(**Note:** An online application for supervised rest breaks **is not** required.)

This form **must** be used to collate the evidence and **must** be kept on file within the centre by the SENCo for inspection purposes.

Please read Chapters 5 and 8 of the JCQ document *Access Arrangements and Reasonable Adjustments* **before** completing this form.

The SENCo, Access Arrangements Coordinator, or the assessor working within the centre, must complete this form.

Date of birth		Candidate number	
Academic year(s) covered by the course			
First examination series			
Centre name			
Centre number			
Centre email address			

	Candidate's name
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If the candidate has previously been granted access arrangements by an awarding body, please specify

(Max 1500 characters)

Within this section you **must paint a picture of the candidate's needs** to demonstrate the requirement for the access arrangement(s) - see Chapter 5 of the JCQ document *Access Arrangements and Reasonable Adjustments*.

Please complete the relevant sections for the required access arrangement(s). (Click to go to relevant page)

- [Evidence for a computer reader/reader and/or supervised rest breaks \(page 3\)](#)
- [Evidence for 25% extra time and/or a scribe, w/p with spellcheck on, or speech recognition technology \(page 4\)](#)
- [26% to 50% extra time or extra time over 50% \(page 5\)](#)
- [Access to a mobile phone for medical purposes \(page 6\)](#)
- [Remote invigilation through the use of technology \(page 7\)](#)
- [Timetable variation requiring overnight supervision for a candidate with a disability \(page 8\)](#)
- [Timetable variation on the day of the exam for a candidate with a disability \(page 9\)](#)
- [Listening to music/white noise due to a substantial impairment \(page 10\)](#)

Only the pages within Part 1 that reflect the candidate's required access arrangement(s) need to be completed and retained. There is no requirement to write 'n/a' in boxes for access arrangement(s) that are not relevant to the candidate.

Part 1	Candidate's name
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Evidence for:

- a computer reader/reader
- supervised rest breaks

What is the nature of the candidate's difficulty?

(Max 1500 characters)

Confirm and describe how:

- the use of a computer reader/reader and/or
- supervised rest breaks

is the candidate's normal way of working in the centre (i.e. in the classroom, internal tests and/or mock examinations).

(Max 1500 characters)

Note:

For these two arrangements there is no requirement to complete Part 2 as specialist evidence is **not** required. Part 3 **must** be completed.

For supervised rest breaks, there is no requirement to process an application using *Access arrangements online*. For a computer reader/reader, an application **must** be processed using *Access arrangements online*.

[Complete Part 3 to indicate the access arrangements required](#)

Part 1	Candidate's name
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Evidence for 25% extra time and/or a scribe, word processor with grammar/spellcheck and/or predictive text switched on, or speech recognition technology.

See section 5.2 of the JCQ document Access Arrangements and Reasonable Adjustments for information on 25% extra time and section 5.7 for information on the use of a scribe.

Detail the candidate's current difficulties to show how they impact on teaching and learning and performance in internal tests and/or mock examinations. Summarise evidence of feedback from teachers and/or support staff.

(Max 1500 characters)

Confirm and describe how:

- **25% extra time; and/or**
- **a scribe, word processor with grammar/spellcheck and/or predictive text switched on, or speech recognition technology**

is the candidate's normal way of working in the centre (i.e. in the classroom, internal tests and/or mock examinations).

(Max 1500 characters)

Samples of evidence

In addition to a completed Form 9, for applications for 25% extra time the following will be required for inspection purposes:

- **a sample of internal tests/mock exam papers across relevant subjects showing the application of 25% extra time; and**
- **comments and observations from teaching staff in relevant subjects as to why the candidate needs 25% extra time and how they use the 25% extra time awarded.**

Part 1 of Form 9 should confirm that supervised rest breaks have been considered but do not meet the candidate's needs.

Complete Part 2 to indicate the specialist evidence held on file confirming the candidate's disability.

Part 1

Candidate's name

Evidence for 26% to 50% extra time or extra time over 50%

See section 5.3 of the JCQ document *Access Arrangements and Reasonable Adjustments* for information on 26% to 50% extra time and section 5.4 for information on extra time over 50%.

Confirm and describe how the candidate has very persistent and significant difficulties when accessing and processing information, and is disabled within the meaning of the Equality Act 2010. (Max 1000 characters)

Detail the candidate's current difficulties to show how they impact on teaching and learning and performance in internal tests and/or mock examinations. Summarise evidence of feedback from teachers and/or support staff. (Max 1000 characters)

What is the maximum amount of extra time required? %

Indicate whether the candidate will be working independently with:

(Tick for 'Yes')

a braille paper	
a modified enlarged paper	

Indicate whether the candidate will be using:

(Tick for 'Yes')

a computer reader/reader	
a scribe	
a word processor	

Confirm and describe how extra time of up to 50% or extra time over 50% is the candidate's normal way of working in the centre (i.e. in the classroom, internal tests and/or mock examinations).

(Max 1000 characters)

[Complete Part 2 to indicate the specialist evidence held on file confirming the candidate's disability.](#)

Part 1

Candidate's name

Access to a mobile phone for medical purposes

See section 5.19 of the JCQ document *Access Arrangements and Reasonable Adjustments* for information on access to a mobile phone for medical purposes.

What is the candidate's medical condition?

(Max 1500 characters)

Confirm and describe how the need to access the mobile phone during an examination is the candidate's normal way of working in the centre (i.e. in the classroom, internal tests and/or mock examinations).

(Max 1500 characters)

Note:

Formal evidence **must** be available to confirm the candidate's medical condition.

A candidate with a medical condition **must** be individually supervised when handed their mobile phone by an invigilator to ensure the integrity of the examination.

[Complete Part 2 to indicate the specialist evidence held on file confirming the candidate's medical condition.](#)

Part 1

Candidate's name

Remote invigilation through the use of technology

See section 5.20 of the JCQ document *Access Arrangements and Reasonable Adjustments* for information on remote invigilation.

What is the nature of the candidate's impairment?

(Max 1500 characters)

Confirm and describe how all of the following have been considered and exhausted:

- **the candidate sitting their examinations at the centre through an alternative rooming arrangement;**
- **an invigilator going to the candidate's home to conduct each examination;**
- **the candidate has not already completed some examinations and would therefore be able to meet the published criteria for special consideration.**

(Max 1500 characters)

Note:

The remote invigilation of examinations may be acceptable in **exceptional circumstances** to support a candidate who would not otherwise be able to sit their examinations. The candidate has:

- a formally diagnosed medical condition; **or**
- a physical disability; **or**
- social, emotional and mental health needs; **or**
- a very substantial temporary illness or temporary injury.

Formal evidence **must** be available to confirm the candidate's impairment.

The head of centre **must** confirm that a remotely invigilated examination can be run in accordance with the awarding body's requirements as well as the expectations set out in the JCQ document *Instructions for conducting examinations*.

[Complete Part 2 to indicate the specialist evidence held on file confirming the candidate's disability.](#)

Part 1	Candidate's name
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Timetable variation requiring overnight supervision for a candidate with a disability

See section 5.21 of the JCQ document *Access Arrangements and Reasonable Adjustments* for information on the need for a timetable variation requiring overnight supervision for a candidate with a disability.

What is the nature of the candidate's disability?

(Max 1500 characters)

Confirm and describe why the candidate needs a timetable variation requiring overnight supervision.

(Max 1500 characters)

Note:

Formal evidence **must** be available to confirm the candidate's impairment.

Access arrangements online will approve applications where only one examination in the series is being transferred from the published afternoon session to the following morning.

The centre will be required to confirm that the candidate and their parent(s)/carer(s) will adhere to the requirements for overnight supervision. An overnight supervision declaration form **must** be completed and be available for inspection.

Access arrangements online will automatically reject applications where it is proposed that multiple timetable variations will be required during the examination series. The centre **must** then make an online referral to the relevant awarding body/bodies.

Full details of all the candidate's examinations which will be subject to a timetable variation **must** be recorded as part of the online referral to the awarding body. The proposed date and session for each examination **must** be provided.

[Complete Part 2 to indicate the specialist evidence held on file confirming the candidate's disability.](#)

Part 1	Candidate's name
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Timetable variation on the day of the exam for a candidate with a disability

See section 5.22 of the JCQ document *Access Arrangements and Reasonable Adjustments* for information on the need for a timetable variation on the day of the exam for a candidate with a disability.

What is the nature of the candidate's disability?

(Max 1500 characters)

Confirm and describe why the candidate needs a timetable variation on the day of the exam.

(Max 1500 characters)

Note:

Formal evidence **must** be available to confirm the candidate's impairment.

Access arrangements online will approve applications where a candidate with a disability:

- will be sitting examinations scheduled for the morning session later that morning; **or**
- will be sitting examinations scheduled for the morning session in the afternoon; **or**
- will be sitting examinations scheduled for the afternoon session in the morning.

The centre will be required to confirm that the candidate and their parent(s)/carer(s) will adhere to the requirements for supervision where the candidate will be arriving at the centre after 9.30 am for examinations scheduled for the morning session.

The centre will confirm that the candidate will remain under centre supervision until 2.30 pm where an examination scheduled for the afternoon session will be sat in the morning.

[Complete Part 2 to indicate the specialist evidence held on file confirming the candidate's disability.](#)

Part 1	Candidate's name
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Listening to music/white noise due to a substantial impairment

See section 5.23 of the JCQ document *Access Arrangements and Reasonable Adjustments* for information on listening to music/white noise due to a substantial impairment.

What is the nature of the candidate's disability?

(Max 1500 characters)

Confirm and describe why the candidate needs to listen to music/white noise.

(Max 1500 characters)

Note:

The centre **must** ensure that the candidate uses a device which cannot be connected to the internet and is not Bluetooth enabled.

The music playlist **must** be checked to ensure an advantage is not conferred to the candidate.

[Complete Part 2 to indicate the specialist evidence held on file confirming the candidate's disability.](#)

Part 2/3

Candidate's name

Part 2: Specialist evidence**Indicate the specialist evidence held on file confirming the candidate's disability****(Note: this is not required for supervised rest breaks or a computer reader/reader.)**

A letter or report from:	<i>(Tick for 'Yes')</i>
CAMHS	
a HCPC registered psychologist	
a registered specialist medical consultant	
a psychiatrist	
a speech and language therapist	
the Local Authority Specialist Service (e.g. Sensory Impairment Service or Occupational Health)	
a current EHCP, Statement of Special Educational Needs or Individual Development Plan	
other appropriate medical evidence	

Part 3: Access Arrangements**On the basis of the evidence detailed within this form, record the access arrangements that are required.***(Tick for 'Yes')*

Supervised rest breaks (Note: this arrangement does not require an online application)	
25% extra time	
26% to 50% extra time	
Extra time over 50%	
Computer reader/reader	
Scribe/speech recognition technology/word processor with grammar/spell check and/or predictive text switched on	
Access to a mobile phone for medical purposes	
Remote invigilation through the use of technology	
Timetable variation requiring overnight supervision for a candidate with a disability	
Timetable variation on the day of the exam for a candidate with a disability	
Listening to music/white noise due to a substantial impairment	

Information for use in the centre (Note: This is not needed for inspection purposes)

Please use this space to record any further access arrangements that the candidate will have that do not need to be processed online (i.e. arrangements which have been delegated to the centre). This will be helpful if/when the candidate moves on to another centre.

(Max 900 characters)

Part 3	Candidate's name
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Declaration

The declaration must be completed by the head of centre, SENCo, Access Arrangements Coordinator, or assessor working within the centre, once the form has been completed.

I am satisfied that the information provided on this form is accurate. I fully support the application and confirm that the candidate is/will be appropriately entered for the examination(s) concerned and will be able to demonstrate the assessment objectives required by the specification(s).

Declaration completed by:		
Name		
Role	Head of centre	
	SENCo or equivalent member or staff	
	Access Arrangements Coordinator	
	Assessor working in the centre	
Signature	<i>Type signature above here</i> or <i>Use Adobe Signature Field/or position graphic of signature above here</i>	
Date		

A handwritten, electronic or typed signature is acceptable.

A signed and fully completed Form 9 **must** be retained on file by the SENCo/Access Arrangements Coordinator for inspection purposes to support an approved application processed online.

Note: Only the pages in Part 1 that reflect the candidate's required access arrangement(s) need to be completed and retained for inspection.