

# Access Arrangements Guidance – International Centres Only

This document is intended to provide guidance for international schools that may not necessarily have access to the specific documentation referenced in the JCQ regulations, which are based on UK criteria. It also considers cases where a student with learning difficulties moves to a new school, and an Access Arrangement application needs to be submitted without current knowledge of students' ways of working.

Please refer to the JCQ regulations as a starting point to become familiar with the standard requirements for access arrangements: [JCQ Access Arrangements and Reasonable Adjustments](#)

## FAQs

### *Which access arrangements may not be used for exams?*

Any access arrangement which supports a skill that is part of the assessment criteria of a particular examination, e.g. reader for reading, scribe for writing, word processor etc.

### *Do I have to complete Form 8 of the application?*

If the student you are applying for has a medical diagnosis such as ADHD, you can complete the application via the PAAO and do not need to complete a Form 8.

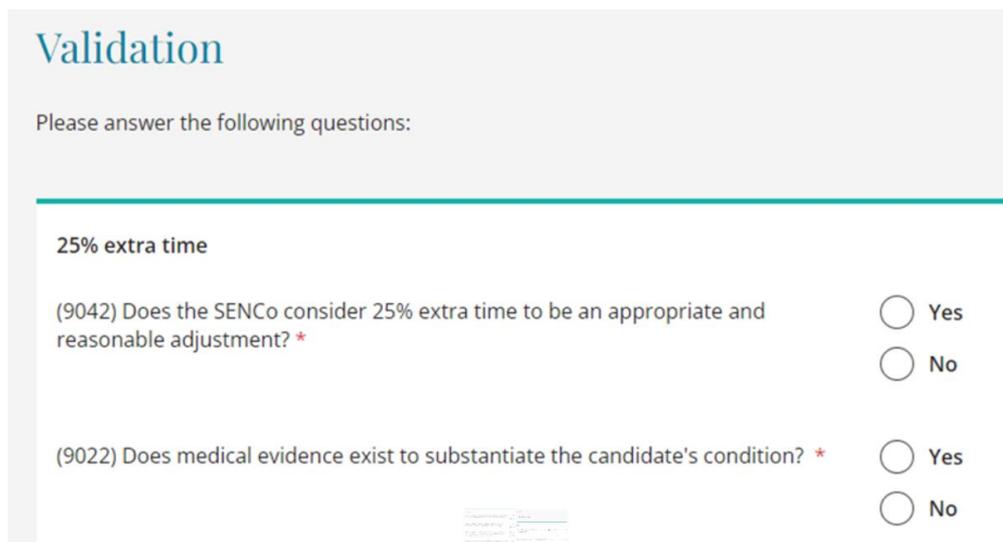
### *How do I complete Form 8 without direct access to a qualified professional?*

If the student has a learning difficulty, such as Dyslexia or lower than average reading speed, you will need to complete a **form 8**. Part 2 of form 8 requests that a qualified professional completes the form directly. If you do not have access to a qualified professional to complete this section, you can submit a pre-existing report, and use this to fill in the details required in the Form 8. Please note that the report must be not older than **2-3 years** to ensure the assessment reflects the students' current capabilities.

See an example below of how a pre-existing report can be used to complete the essential information required in Form 8. This example has been adapted from a real working case, but the details have been edited for anonymity and data protection purposes.

## *How can Pearson help us manage Access Arrangements applications that we do not support?*

The Access Arrangements application process relies on centres submitting accurate and true information. In any instance where schools may suspect that evidence provided by a candidate may not be an accurate reflection of their capabilities, they should indicate this in the validation section of the PAAO submission form. A **No** answer against either of these questions will result in the application being 'Not Approved'. If the application is 'Not Approved' the centre must go back into the full application on PAAO and click on 'Send to Pearson'. This will then notify the Special Requirements team who will review and approve, request further evidence or reject the application. Example below.



The screenshot shows a 'Validation' section with the heading 'Please answer the following questions:'. Below this, there is a section titled '25% extra time'. The first question is '(9042) Does the SENCo consider 25% extra time to be an appropriate and reasonable adjustment? \*' with radio buttons for 'Yes' and 'No'. The second question is '(9022) Does medical evidence exist to substantiate the candidate's condition? \*' with radio buttons for 'Yes' and 'No'. There is a small, partially obscured table or grid below the second question.

It is a centres responsibility for checking that the evidence complies with our access arrangement regulations and for quality assuring the evidence provided.

### Late Applications

Late applications due to temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment due to an existing disability are permissible. Applications must be made as soon as possible before an exam takes place. All applications must be applied for on Pearson Access Arrangements Online. If the application is 'Not Approved' the centre must go back into the full application on PAAO and click on 'Send to Pearson'. This will then notify the Special Requirements team who will review and approve, request further evidence or reject the application. If the application is urgent due to the exam taking place that day, please contact the [Customer Portal](#), application must be made on PAAO before notifying of the late application.

### Temporary Access Arrangements

Access Arrangements must be processed on PAAO for those students with a temporary injury or impairment such as a broken hand. Appropriate documentation **must** be held on file to support the temporary access arrangement.

### **If a student changes centre**

If a candidate changes centre and they have a confirmed learning difficulty with a completed Form 8 in place, the Form 8 may be rolled forward from one centre to another. Full guidance can be found on the [JCQ Website](#)

### **Using Pearson Access Arrangements Online (PAAO)**

Guidance on how to use PAAO can be found on our website [Pearson Qualification - Access Arrangements](#) .

### **Contact Us**

If you have any questions or require clarification on a specific case prior to submission, please contact us via the [Pearson Support Portal](#).