

NQF BTEC Access Arrangements ***Frequently Asked Questions FAQ's***

Q1. What is the difference between Access Arrangements & Special Consideration?

Access Arrangements are approved before an examination or assessment and are intended to allow attainment to be demonstrated. An example of an access arrangement would be the provision of extra time for a learner with a below average processing speed.

Special Consideration may be given following an examination or assessment to ensure that a learner with a temporary illness, injury or indisposition at the time of an examination or assessment is given recognition of the difficulty he/she has faced. Clearly, any special consideration granted cannot take away the difficulty the learner has faced and can only be a relatively minor adjustment to ensure that the integrity of the standard is not compromised.

Please ensure that you refer to the current JCQ Regulations '**Access Arrangements and Reasonable Adjustments**' for further details. This is available on the JCQ website www.jcq.org.uk

Q2. Who can conduct assessments of a learner with learning difficulties?

Private or Local Authority (LA) Educational Psychologists, Clinical Psychologists or teachers approved by their head of centre (known as '**Specialist Teachers**').

Q3. Our college takes students from age 16. In some cases these students have valid reports signed by specialist teachers in their previous school. Do we need to reassess the learner?

As students start a new two-year course, they should be reassessed to ensure Access Arrangements are appropriate. For example, where a student has completed a GCSE course at school and enrolls with a college for GCE course.

In some circumstances, for example, if a learner is re-sitting GCSEs in November, there may not be enough time for the learner to be reassessed. In this event, you can use a report from a previous centre (as long as it has not expired). Providing the Access Arrangement is approved and your head of centre is satisfied with the specialist teacher's qualifications, you can add the specialist teacher from the previous centre to your centre's list of specialist teachers.

Q4. Do I still need to complete a JCQ Form 1 and/or Form 8 if I am using Access Arrangements online?

If you are a specialist teacher within the centre you do not need to complete a Form 1 or 8. However, the centre must maintain a record of the tests carried out for Access Arrangements, preferably using JCQ Form 8 or JCQ Form 8A, which addresses the same key questions to record the scores and dates of these assessments.

If you are a specialist teachers and/ or psychologists working outside of the centre you must use JCQ Form 1 or 8 to enable the online keying of the application by exams office staff at the centre.

Please use a Form 1 for learners with a physical or visual impairment and keep it on file at the centre with any evidence you may hold. These do not need to be sent to the Awarding Organisation once an application has been made online.

Q5. Do I need to update specialist teacher information on Access Arrangements online?

Yes, centres must manage their own list of specialist teachers for NQF BTEC Access Arrangements online. In adding a name to the list, you are confirming that the head of your centre has verified that the required criteria have been met and he or she has appointed this person as a named specialist teacher. Evidence of the specialist teacher's ability to meet the required criteria must be available in the centre.

Q6. How do we apply for Access Arrangements for NQF BTEC?

You can make an application via Edexcel Online, by selecting the qualification '**BTEC**', and then selecting the Access Arrangements option. This will then take you to the home page and you can start to make an application for Access Arrangements. Please refer to the user guide for a step by step guide on how to make an application (*link below*).

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Q7. I have already made an application for Access Arrangements for GCSE or GCE. Do I need to apply for NQF BTEC Access Arrangements for the same learner?

Yes, you will need to complete a new application for Access Arrangements for NQF BTEC online. There is an option for you to enter the JCQ reference number; this will then take you to the confirmation page. We will then process your application.

Q8. How do I update my centre's details?

Centre details can be checked and amended using the **"My Account"** option on Edexcel Online, this can be found on the top right hand corner. (Please ensure you submit all amendments periodically).

Q9. If I am part of a sub site how do I make an application?

Please refer to user guide for step by step of how to do this (*please see link below*).

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Q10. How do we withdraw or amend applications?

Please send an email to access.arrangements@pearson.com detailing the application ID number, centre number and the learner details. We will respond to your enquiry as soon as possible.

Q11. Will we receive an instant decision when we make an application for Access Arrangement for NQF BTEC?

If your application goes to the **'Pending'** status you do not need to take any further action. If your application goes to **'Pending (additional evidence required)'** it is a request for you to provide us with the supporting evidence and a copy of your online application as part of our monitoring process.

Q12. What do I do if I am experiencing technical problems in accessing the NQF Access Arrangement online system?

Please try using in a different internet browser, such as: Google Chrome, Internet Explorer or Firefox.

If you are still experiencing problems please contact our Exams Officers helpline on:
0844 463 2535

Q13. What if I cannot find my learners when trying to create an online application?

Please ensure that your learners are registered onto the NQF BTEC on-demand tests. After making your registration you will need to wait 24 hours before making an application for Access Arrangements.



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Q14. Why can't I see the 'Apply' button when making an application?

Please use the scroll bar at the bottom of the page and scroll to far right hand side; you will be able to see the apply button.

Q15. How is extra time added to an on-demand test?

Before extra time can be added to a test, the learners will need to be registered for the test. For NQF BTEC you will need to create an application for Access Arrangements online requesting extra time i.e. 25%. You will need to make your application for extra time at least 15 working days before the test is due to be taken. Please check your Access Arrangement online application has been approved before downloading your package.

Q16. If we have a learner sitting both a paper test and on demand, do we need to make separate applications for extra time?

No, you can make one application on-demand which will also cover the learner for the paper test providing the learner is sitting the same subject. If the learner is doing two or more different subjects, separate applications will need to be made, as the learner numbers may change.

Q17. Why do I need to ask learners with Access Arrangements to complete a Data Protection notice?

We are required by law to gain the learners' consent to share his or her personal data with the JCQ and the awarding bodies. Learners must complete the Data Protection notice before you process any access arrangements online. The completed Data Protection notice must be kept on file within your centre.

Q18. Will I be charged for late applications for Access Arrangements?

No, there is no charge for applications made before or after the deadline. However, there is no guarantee that late applications will be processed in time.

Q19. If the application is approved, how long does it last?

Approvals are normally effective for two years to cover a GCSE or GCE course. Where an application is approved on the basis of a report from a specialist, the approval will expire 26 months after the date of the report. (This allows centres to test GCSE learners



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before the end of year 9 and for their arrangements to remain valid until the end of the GCSE course). Applications based on temporary conditions last for one exam series only.

Q20. Our college takes students from age 16. In some cases these students have valid reports signed by specialist teachers in their previous school. Do we need to reassess the candidate?

As students start a new two-year course, they should be reassessed to ensure Access Arrangements are appropriate. For example, where a student has completed a GCSE course at school and enrolls with a college for GCEs.

In some circumstances, for example if a learner is re-sitting GCSEs in November, there may not be time. In this event you can use a report from a previous centre (as long as it has not expired). Providing the Access Arrangement is approved and your head of centre is satisfied with the specialist teacher's qualifications, you can add the specialist teacher from the previous centre to your centre's list of specialist teachers.

Q21. What evidence are centres expected to keep for a temporary injury?

The nature of evidence to support an application based on a temporary condition could vary from a doctor's or hospital's note to a simple record of the circumstances held on file.

Q22. The Diagnostic Reading Analysis test used in my centre provides a band such as below 70, 70 to 84, rather than a specific score. What number should I enter in the report screen and will this disadvantage the learner?

Where scores are represented in bands you should enter the maximum number in the band (for examples if the range reads 70 to 84 then enter the number 84). Do not use non-numeric symbols, for example, < 85, as the system will not recognise it. This will not represent any disadvantage to the candidate

Q23. What are the deadlines for making applications?

Please make applications for Access Arrangements at least 6 weeks before a timetabled examination and 15 working days before an on-demand test.