

**Profile of learning difficulties**

**JCQ/AA/LD  
Form 8**

**Application for access arrangements**

**This form must only be used for candidates with learning difficulties who are not subject to a current EHCP or Statement of Special Educational Needs or those requiring a Language Modifier.**

**Applications for the following qualifications must be made using *Access arrangements online*: AQA Applied General qualifications, AQA Level 1, Level 2, Level 3 Technical qualifications, Cambridge Nationals, Cambridge Technicals, FSMQ, GCE, GCSE, OCR Level 3 Certificates, WJEC Level 1, Level 2 General qualifications, WJEC Level 1, Level 2 Vocational qualifications and WJEC Level 3 Applied qualifications.**

**This form must also be used for AQA and OCR vocational qualifications with externally assessed components and BTEC Firsts, BTEC Nationals and BTEC Tech Awards.**

**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, 7 and 8 of the JCQ publication *Access Arrangements and Reasonable Adjustments* before completing this form.**

**The SENCo, or the assessor working within the centre, must complete Parts 1 and 3.**

<b>Academic year(s)</b>		<b>First examination series</b>	
<b>Centre No.</b>		<b>Centre name</b>	
<b>Centre e-mail address</b>			
<b>Candidate No.</b>		<b>Candidate name</b>	

<b>Examinations for which an application is made</b> (This section <u>does not need to be completed</u> for a GCE or GCSE candidate unless a referral to an awarding body becomes necessary.)			
Awarding body	Specification title	Specification entry code	Component/Unit code

**If the candidate has previously been granted access arrangements by an awarding body, please specify**

Parts 1, 2 and 3 of Form 8 must be **used** for recording the evidence required for an on-line application using Access arrangements online (see page 1 for the list of qualifications) for a candidate **with learning difficulties**, which results in a **substantial and long-term impairment** and who requires one or more of the following access arrangements: **25 extra time, extra time of up to 50% or a scribe. In addition, Form 8 must be used for all candidates who require a Language Modifier**

<b>Part 1</b>	<b>Candidate's name:</b>
<p><b>This section must be completed by the SENCo, or the assessor working within the centre, and given to the assessor before the candidate is assessed.</b></p> <p><b>Within this section you must paint a picture of the candidate's needs - see section 7.6.1 of the JCQ publication <i>Access Arrangements and Reasonable Adjustments</i>.</b></p> <p>For example, reference should be made to:</p> <ul style="list-style-type: none"><li>• the history of difficulties, for example, with the development of literacy skills;</li><li>• the results of screening tests;</li><li>• individual education/learning plans in place for the candidate;</li><li>• school reports;</li><li>• pupil tracking data;</li><li>• information reported by subject teachers and/or support staff.</li></ul> <p><b>If the candidate's first language is not English, you must show that he/she has underlying difficulties in their first language.</b> The candidate's difficulties <b>must not</b> be due to their limited acquisition of the English language. <b>Please record this information under Part 1 – 'Any other relevant information'.</b></p> <p><b>Part 1 – answer the three key statements</b></p>	
<b>What is the candidate's history of difficulties?</b>	

**What are the candidate's current difficulties in the classroom, tests and examinations?**

**What support and adjustments are in place for the candidate in the classroom, tests and examinations?**

**Any other relevant information**

<b>Part 2</b>	<b>Candidate's name:</b>
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**This part must be completed by the assessor** (see **section 7.3** of the JCQ publication *Access Arrangements and Reasonable Adjustments*) **after receiving a completed Part 1 from the SENCo. The assessor is not required to recommend access arrangements but to assess the candidate and discuss appropriate arrangements with the SENCo.**

Please use the guidance notes in **Chapter 7** of the JCQ publication *Access Arrangements and Reasonable Adjustments* to complete this form.

Please complete those sections necessary to support the application, e.g. sections on writing for a scribe. It is not permitted under any circumstances to delete sections or amend the wording on the form. **Please insert 'n/a' in the top line of boxes not completed.**

**Evidence for 25% extra time**

**For candidates requiring extra time, assessment evidence must relate to speed of working.**

**Reading speed (continuous text)**

Does the candidate read continuous text at a speed which is **below average?** (i.e. at least 1 standard deviation below the mean on a nationally standardised test, **a standardised score of 84 or less**)

**YES      NO**

**Give the candidate's result on a test and/or subtest of reading speed of continuous text.**

<b>Name of test (and subtest)</b>	
<b>Test ceiling</b>	
<b>Date of administration</b>	
<b>Standardised score</b>	

**Writing speed**

Does the candidate write at a speed which is **below average?** (i.e. at least 1 standard deviation below the mean on a nationally standardised test, **a standardised score of 84 or less**)

**YES      NO**

**Give the candidate's result on a test and/or subtest of writing speed.**

<b>Name of test (and subtest)</b>	
<b>Test ceiling</b>	
<b>Date of administration</b>	
<b>Standardised score</b>	

<b>Part 2</b>	<b>Candidate's name:</b>
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**Evidence for 25% extra time – continued**

**Is the candidate's cognitive processing (e.g. phonological, auditory or visual processing, working memory, or mathematical processing\*) in the below average range? – (i.e. at least 1 standard deviation below the mean on a nationally standardised test, a standardised score of 84 or less)**

\*The time taken to process Mathematical concepts, sometimes known as Mathematical fluency. A timed assessment of Mathematical computation is not acceptable. A mathematical processing measure will only be acceptable as assessment evidence for extra time in Maths examinations.

**YES      NO**

**Give the candidate's results on tests and/or subtests of cognitive processing.**

<b>Name of test(s)</b>		
<b>Test ceiling</b>		
<b>Date of administration</b>		
<b>Which type of processing does this test assess?</b>		
<b>Name of composite and standardised score</b>		
<b>Names of each subtest and standardised score</b>  (list all the subtest scores for the composite that provide assessment evidence for 25% extra time)		
<b>If you have further scores for cognitive processing that provide assessment evidence for extra time please record them in Part 2 'Other relevant information.'</b>		

<b>Part 2</b>	<b>Candidate's name:</b>
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**Evidence for a scribe**

**For candidates requiring a scribe, a word processor with the grammar/spell check enabled, or speech recognition technology, assessment evidence must relate to writing skills.**

**Spelling**

Is the candidate's spelling accuracy in the **below average range (i.e. a standardised score of 84 or less)** with unrecognisable spelling attempts?

**YES            NO**

**Give the candidate's result on a test and/or subtest of spelling.**

<b>Name of test (and subtest)</b>	
<b>Test ceiling</b>	
<b>Date of administration</b>	
<b>Spelling standardised score</b>	

**Writing**

Is the candidate's writing grammatically incomprehensible to someone who is not familiar with it?

**YES            NO**

Does the candidate's handwriting render his or her writing largely illegible to someone who is not familiar with it?

**YES            NO**

Is the candidate's writing speed in the **below average range?** (i.e. at least 1 standard deviation below the mean on a nationally standardised test, **a standardised score of 84 or less**)

**YES            NO**

**Give the candidate's result on a test and/or subtest of writing speed.**

<b>Name of test (and subtest)</b>	
<b>Test ceiling</b>	
<b>Date of administration</b>	
<b>Writing speed standardised score</b>	

<b>Part 2</b>	<b>Candidate's name:</b>
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**Other relevant information**

**Evidence for 26% to 50% extra time or a Language Modifier**

Record all additional assessment evidence which is relevant to the access arrangement(s) required by the candidate. For each test, include the **name of test/subtest, test ceiling, date of assessment and standardised score.**

For candidates requiring **extra time of up to 50%** (26% to 50% extra time) **two** very substantially below average standardised scores relating to **two different areas of speed of working** are required – two standardised scores of 69 or less.

For candidates requiring **a Language Modifier** a standardised score of 69 or less is required in relation to reading comprehension and/or vocabulary.

A standardised score of 69 or less is 2 standard deviations below the mean on a nationally standardised test. (Please see **sections 5.3 and 5.11** of the JCQ publication *Access Arrangements and Reasonable Adjustments.*)



<b>Part 2</b>	<b>Candidate's name:</b>
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**Name of the assessor who carried out all of the tests recorded in Part 2, as approved by the head of centre**

(Please print)

Are you:

an appropriately qualified psychologist registered with the Health & Care Professions Council? **YES** **NO**

Unique registration number \_\_\_\_\_

a specialist assessor with a **current** SpLD Assessment Practising Certificate? **YES** **NO**

APC number as listed on the SASC website \_\_\_\_\_

an access arrangements assessor who has **successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment?**

**YES** **NO**

**(Please see Chapter 7 of the JCQ publication *Access Arrangements and Reasonable Adjustments* for more information about who can be an assessor.)**

Specialist qualification held.....

Name of awarding body.....

I certify that the above information is accurate and that I carried out **all the assessments** recorded in Part 2.

**(It is not acceptable for an assessor to sign if they have not carried out all the tests recorded in Part 2 of this form.)**

Signature† \_\_\_\_\_

Date \_\_\_\_\_

†A signed copy of Form 8 **must** be retained on file by the SENCo for inspection purposes to support an approved application processed on-line (**see page 1 for the list of qualifications**).

A handwritten, electronic or typed signature is acceptable.

<b>Part 3</b>	<b>Candidate's name:</b>
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**Part 3 must be completed by the SENCo, or the assessor working within the centre, after the candidate has been assessed.**

On the basis of Parts 1 and 2 of this form, record the access arrangements that will be applied for.

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### Declaration

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).

<b>Candidate's name:</b>		
<b>Head of centre/SENCo</b>	<b>Date</b>	
<b>Name (Please print)</b>		
<b>Signature</b>		