

# The JCQ Access Arrangement Inspection: What to expect and how to best prepare

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## 2025/26 JCQ AA inspections

### **Changes:**

- to the access arrangement inspections and process in 2025/26.

### **Understand:**

- what to expect from an access arrangements inspection.

### **Be aware:**

- of the paperwork and evidence of need requirements.

## Changes to the process:

- Notice to SENCo for an AA inspection.
- In depth AA inspections pilot.
- Inspectors will not request to see the Data Protection Notice for all applications made since 1<sup>st</sup> September 2025.



## Changes to the process:

- 48 hours advance notice prior to the AA inspection;  
E mail will come from an inspector e mail address and be sent SENCo e mail address as provided in NCN Annual Update.
- What if you are not available on the date the inspector has given you?  
Please arrange for a colleague to provide the documentation and information to the inspector.
- Can the inspection be rearranged?  
Unfortunately, we can not rearrange the inspection.



## When may a centre receive an access arrangement inspection

### Access arrangement inspection only

- Autumn (November to December)
- Spring (March to mid April)

### In depth access arrangement inspection (as part of pilot in 2025-2026)

- Autumn (November to December)
- Spring (March to mid April)

### As part of a general inspection

- Autumn examination series
  - January examination series
  - Summer examination series
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## Access Arrangement Inspections

The SENCo will get **48 hours notice** of the inspection.

The Inspector will review candidate files.

They will expect to see, as a minimum:

- AAO application
  - Form 8 or Form 9
  - Evidence – For applications of 25% extra time detailed documentation of student need and normal way of working
  - Form 9 must be supported by the specialist evidence such as an EHCP, medical documentation etc where a candidate requires 25% extra time, a scribe
  - Word processor policy
  - Confirmation of Assessors' qualifications
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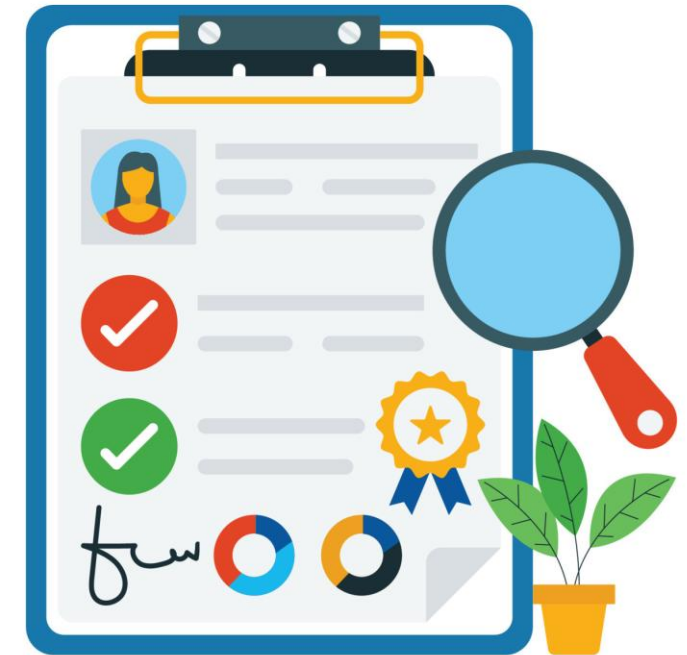
## Form 9

- The inspector will check for confirmation that candidates with an impairment other than learning difficulties requiring 25% extra time, that it is demonstrated in Part 1 of Form 9 that supervised rest breaks have been explored, trialled, and exhausted



## Assessor qualification

- Is the assessor's qualification held on file for inspection, and does it meet the published criteria as per Chapter 7 of the JCQ regulations?
- Please note that an access arrangements assessor must have successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment.



Employee Qualification



# Spring 2025 Access Arrangements Inspections

## Top five inspection issues from 2024 – 2025:

- No signed candidate personal data consent form
- Centres not completing Form 9
- Form 8 not completed correctly
- The SENCo could not provide some or all the evidence
- Word processor policy



## In-depth Access Arrangement inspections



- A small pilot was conducted towards the end of November 2025
- The inspector will conduct a thorough review of each application to ensure the evidence provided fully supports both the application and the candidate's stated need.

# What will inspector look for?

## Part 1 of Form 8/9

- Has Part 1 of Form 8 or Form 9 been tailored to reflect the candidate's individual needs and the specific access arrangements applied for?
- Has feedback from relevant teaching staff been incorporated into Part 1 of the Form 8/9?
- For candidates with an impairment other than learning difficulties requiring 25% extra time, is it demonstrated in Part 1 of Form 9 that supervised rest breaks have been explored, trialled, and exhausted?
- Have timed internal tests/mock examinations and teacher evidence been used as part of the decision-making process to determine the access arrangements awarded? Is this held on file? If not, how was the candidate's normal way of working determined?

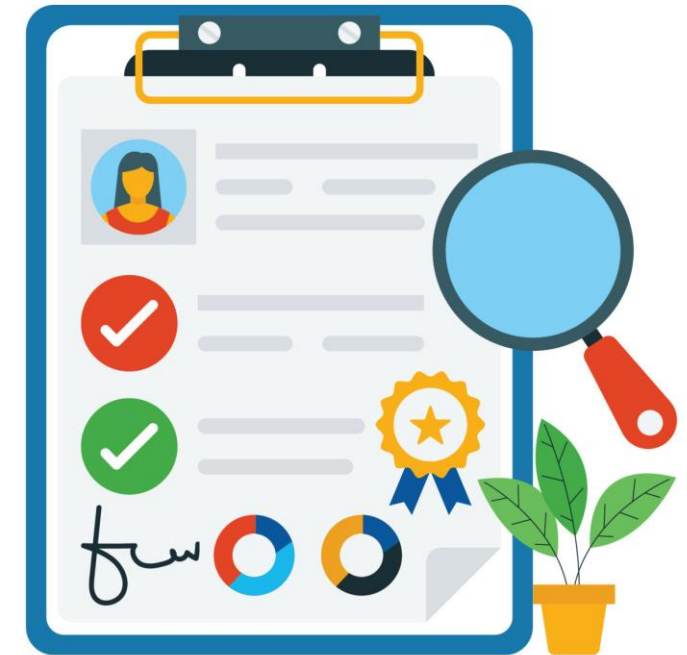


## **Part 2 of Form 8**

- Do the standardised scores recorded in Part 2 of Form 8 align with the access arrangements being requested in Part 3?
    - For example, if 25% extra time and a computer reader/reader are requested, the inspector will check that there are no standardised scores for speed of reading or reading comprehension.
    - If a scribe and 25% extra time are requested, the inspector will check that the correct standardised scores are recorded
  - Is the assessor's qualification held on file for inspection, and does it meet the published criteria as per Chapter 7 of the JCQ regulations?
    - Please note that an access arrangements assessor must have successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment.
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## Assessor qualification

- Is the assessor's qualification held on file for inspection, and does it meet the published criteria as per Chapter 7 of the JCQ regulations?
- Please note that an access arrangements assessor must have successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment.
- At all AA inspections the inspector will ask to see the assessor's certificate.



Employee Qualification

## **Part 2 of Form 9**

- Is there specialist evidence on file that is consistent with Part 2 of Form 9, and is it available for inspection? As a minimum we would expect that this evidence would be on letter-headed paper.

## **Student Voice**

- To what extent has the candidate actively contributed to identifying and shaping the most appropriate/suitable arrangements to support their needs?



## General inspections – Access Arrangement section

- These are unannounced.
  - The Inspector will review a few candidate files.
  - They will expect to see, as a minimum:
    - AAO application
    - Form 8 or Form 9
    - Evidence – for 25% extra time applications, detailed documentation of student need and way of working
    - Word processor policy
    - Confirmation of Assessors' qualifications
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## In all Access Arrangement Inspections

- The JCQ Centre Inspector will want to see the individual 'candidate story'.

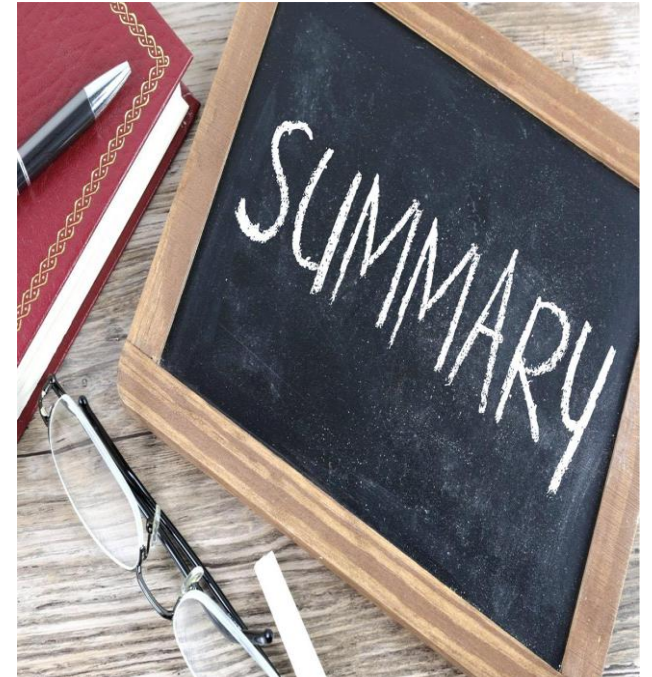




## Candidates requiring 25% extra time

Inspector is confirming a needs-led approach to 25% extra time

Ensures decision making is based on a well-rounded view of the candidate's day-to day learning profile – teacher feedback, actual evidence of using 25% extra time



## Candidates with an impairment other than a learning difficulty requiring 25% extra time

- Confirmation that the candidate has been referred to CAMHS or a local NHS Trust by their centre or GP, is on the list to be screened, **is no longer sufficient**
- A referral confirmation/acceptance letter **must** state an agreement to formally assess



## Assurance

Inspections are an opportunity to give assurance to SENCos that candidates have the right access arrangement(s) to ensure they are not disadvantaged.



## Be prepared for an inspection

- Identify a 'stand in' who can share data with Inspector in your absence
- Student's AA file should be either on-screen or hard copies –not a mix of both
- Be prepared to answer questions about evidence gathering



# Thank you

