

Exams Concessions Flowchart

STEP 1 REFERRAL

Class teacher, ALM, Parent or SENDCO identify apparent needs/ difficulties that may hinder the students' performance

Teacher completes referral document to identify needs/ difficulties noticed, strategies tried and impact of these

STEP 2 Needs Confirmation and Communication (NWOW)

Teacher completes NWOW (Normal Way of Working) tracker and shares with the SEND department

SEND team contact Parents to explain that the referral has been made and letter sent home including the date and location of the testing

SENDCO completes Form 8 and forwards to assessor

STEP 3 Assessment (September, December and March)

Data Protection signed before assessment administered.

Access Arrangements assessment conducted. SENDCo receives assessment outcome and makes a decision on the Exams Concessions awarded before applying to the board.

Parents and student notified of outcome and what this means. Any files/ evidence saved to student files.

STEP 4 Outcome

Teaching staff and EO notified of outcome and all staff aware of NWOW/ needs for final examination

STUDENT PROVIDED WITH EXAMS CONCESSIONS