

Access Arrangements: Guidance

Some candidates may need additional support or modification of materials to allow full access to ASDAN's Qualifications.

Examples of Access Arrangements

The following is a list of possible access arrangements. This is by no means exhaustive; centres are advised to contact ASDAN's Qualifications team for advice if they require an access arrangement that is not specified below:

- Readers/Computer readers
- Read Aloud
- Scribes*
- Word processors
- Prompters
- Sign Language Interpreters
- Practical assistants

Application of Access Arrangements

Where work has been recorded on behalf of a candidate, this should be annotated appropriately by the person acting as scribe or transcribing the materials. The centre must identify the name and position of scribe at the front of the portfolio.

Where materials for assessment have been produced in Braille or Moon, the centre should ensure that these are made accessible to the external moderator.

Centre Requirements

It is **not** necessary for centres to formally apply for most access arrangements. However, centres **are required** to write a letter of declaration which outlines what access arrangements have been put in place for a candidate and the specific reason. The letter should be written on the centre's headed paper and should include a signed declaration that only the candidate's own words have been recorded. This must be included at the front of the candidate's portfolio when submitting for moderation.

Where possible, centres should include additional evidence to support their declaration, such as letters from other awarding organisations granting the provision of access arrangements.

N.B. It is important to ensure that if access arrangements are being used for a candidate with disabilities, these specific disabilities have been entered on the Candidate Registration and Submission Form to facilitate checking by the External Moderator.

Queries Regarding Access Arrangements

If centres have any queries regarding access arrangements, they are advised to contact ASDAN's Qualifications team on 0117 954 8316.

The application of reasonable adjustments and special consideration in vocational qualifications provided by the Federation of Awarding Bodies (FAB) is also a useful reference document, which is available on the ASDAN website: <https://members.asdan.org.uk/policies-and-regulations>