	Candidate's name	

Profile of learning difficulties

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 who require:
  - 25% extra time and/or
  - a scribe.
  This includes candidates who require:
  - a computer reader/reader and 25% extra time and/or a scribe
  - supervised rest breaks in addition to 25% extra time and/or a scribe
• all candidates with learning difficulties who require up to 50% extra time (26% to 50% extra time)
• all candidates who require a Language Modifier.

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, Access Arrangements Coordinator, or the assessor working within the centre, must complete Parts 1 and 3.

Date of birth		Candidate number	
Academic year(s) covered by the course			
First examination series			
Centre name			
Centre number			
Centre email address			

Part 1	Candidate's name

Centre-based evidence

This section must be fully completed by the SENCo, Access Arrangements Coordinator, or the assessor working within the centre, and given to the assessor before the candidate is assessed. A skeleton Part 1 of Form 8 is not acceptable.

If the candidate's first language is not English, you **must** show that there are underlying difficulties in the first language. The candidate's difficulties **must not** be due to their limited acquisition of the English language. **Please record this information under Part 1 - Other relevant information.**

Current difficulties in the classroom, internal tests and/or mock examinations

Detail the current difficulties to show how they have impacted on teaching and learning and performance in internal tests/mock examinations. Summarise evidence of feedback from teachers and/or support staff.
(Max 1500 characters)

Normal way of working

Detail the support and adjustments that are in place for the candidate in the classroom, internal tests/ mock examinations
(Max 1500 characters)

Part 1	Candidate's name

Evidence for:

- **a computer reader/reader**
- **supervised rest breaks**

(Tick for 'Yes')

Does the candidate require a computer reader/reader in addition to extra time and/or a scribe?	
Does the candidate require supervised rest breaks in addition to extra time and/or a scribe?	

If 'Yes', complete the following information to evidence the need for the computer reader/reader and/or supervised rest breaks.

What is the nature of the candidate's difficulty?
(Max 1500 characters)

Confirm and describe how:
- **the use of a computer reader/reader and/or**
- **supervised rest breaks**

is the candidate's normal way of working in the centre (i.e. in the classroom, internal tests and/or mock examinations).
(Max 1500 characters)

Note:

Specialist evidence is not required for a computer reader/reader and/or supervised rest breaks.

For supervised rest breaks, there is no requirement to process an application using *Access arrangements online.*

For a computer reader/reader, an application **must** be processed using *Access arrangements online.*

Part 1	Candidate's name

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

(Max 650 characters)

Other relevant information
Provide any other relevant information (e.g. EAL issues; co-occurring conditions). *(Max 3000 characters)*

Samples of evidence

In addition to a completed Form 8, for applications for 25% extra time the following will be required for inspection purposes:

- a sample of internal tests/mock exam papers across relevant subjects showing the application of 25% extra time; **and**

- comments and observations from teaching staff in relevant subjects as to why the candidate needs 25% extra time and how they use the 25% extra time awarded.

Part 2	Candidate's name

Assessment evidence

Only the sections within Part 2 that provide evidence for the candidate's required access arrangement(s) need to be completed.

There is no requirement to write 'n/a' in boxes for access arrangement(s) that are not relevant to the candidate.

Evidence for extra time

Reading speed (continuous text)

Where a candidate reads for themselves, a measure of text reading speed can be used as **one** of the two required scores for extra time.

Note: Where the candidate uses a computer reader or examination reading pen or a reader, a measure of reading speed **cannot** be used as evidence for extra time.

Does the candidate read continuous text at a speed which is: *(Tick for 'Yes')*

very substantially below average (a standardised score of 69 or less)	
below average (a standardised score of 70 to 84)	
low average (a standardised score of 85 to 89)	

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

Name of test (and subtest)	
Test ceiling	
Date of administration	
Standardised score	

Part 2	Candidate's name

Writing speed (continuous text)

Where a candidate writes by hand, a measure of writing speed can be used as **one** of the two required scores for extra time.

Note: Where the candidate uses a scribe, speech recognition technology or a word processor, a measure of writing speed **cannot** be used as evidence for extra time.

Does the candidate write continuous text at a speed which is: *(Tick for 'Yes')*

very substantially below average (a standardised score of 69 or less)	
below average (a standardised score of 70 to 84)	
low average (a standardised score of 85 to 89)	

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

Name of test (and subtest)	
Test ceiling	
Date of administration	
Standardised score	

Part 2	Candidate's name

Cognitive processing/fluency

Is the candidate's cognitive processing/fluency (select all that apply): *(Tick for 'Yes')*

very substantially below average (a standardised score of 69 or less)	
below average (a standardised score of 70 to 84)	
low average (a standardised score of 85 to 89)	

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

Name of test(s)		
Test ceiling		
Date of administration		
Area of processing/fluency assessed • short-term/working verbal memory • short-term/working visual memory • short-term/working verbal and visual memory combined within a composite score • delayed memory • phonological memory • phonological awareness • phonological processing speed/rapid naming • visual processing speed • visual/motor processing • word reading fluency/sight word efficiency • decoding fluency/non-word reading efficiency • associational/oral fluency • orthographic fluency • mathematical fluency (for extra time in mathematics exams only)		
Name of composite and standardised score		
Names of each subtest and standardised score (List the subtest scores that provide assessment evidence for 25% or up to 50% extra time, i.e. below average/ low average or very substantially below average standardised scores.)		
If there are further scores for cognitive processing/fluency that provide assessment evidence for extra time, please record them in Part 2 'Other relevant information'.		

Part 2	Candidate's name

Evidence for a scribe

For candidates requiring a scribe, word processor with the grammar/spell check and/or predictive text switched on, or speech recognition technology, assessment evidence must relate to spelling and/or writing skills.

Note: For the use of a word processor with the grammar/spell check switched on, the candidate must have a below average score for spelling with unrecognisable spelling attempts.

Spelling

(Tick for 'Yes')

Is the candidate's spelling accuracy **below average** (a standardised score of 84 or less)?	
Does the candidate's spelling assessment include unrecognisable spelling attempts?	

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

Name of test (and subtest)	
Test ceiling	
Date of administration	
Standardised score	

Writing

(Tick for 'Yes')

Is the candidate's writing grammatically incomprehensible to someone who is not familiar with it?	
Is the candidate's handwriting illegible to someone who is not familiar with it?	
Is the candidate's speed of writing continuous text **below average?** (a standardised score of 84 or less)	

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

Name of test (and subtest)	
Test ceiling	
Date of administration	
Standardised score	

Part 2	**Candidate's name**

Evidence for a Language Modifier (exceptional circumstances)

(Tick for 'Yes')

Is the candidate's vocabulary or reading comprehension **very substantially below average** (a standardised score of 69 or less)?	

Give the candidate's result on a test and/or subtest of vocabulary or reading comprehension.

Name of test (and subtest)	
Test ceiling	
Date of administration	
Standardised score	

Other relevant information

Additional below average and/or low average scores from measures of cognitive processing/fluency that provide evidence for extra time may be recorded here.

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, area assessed and standardised score.** *(Max 3000 characters)*

Part 2	Candidate's name

This section must be completed by the assessor who carried out all the assessments recorded in Part 2, as approved by the head of centre.

(Please see Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments for more information about the qualifications required to be an assessor.)

Name of the assessor	

Are you:
(Tick for 'Yes')

an appropriately qualified psychologist registered with the Health & Care Professions Council?	
HCPC registration number:	

a specialist teacher assessor with a current SpLD Assessment Practising Certificate?	
APC number as listed on the SASC website:	

an access arrangements assessor who has successfully completed a postgraduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment?	
Certificate number (where applicable):	
Specialist qualification or certification held:	
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 assessments recorded in Part 2 of this form.)

Signature	*Type signature above here* **or** *Use Adobe Signature Field/or position graphic of signature above here*
Date	

A handwritten, electronic or typed signature is acceptable.

Part 3	Candidate's name

Part 3 must be completed by the SENCo, Access Arrangements Coordinator, or assessor working within the centre, after the candidate has been assessed.

Record the access arrangement(s) that will be applied for:

25% extra time	
Scribe/speech recognition technology/word processor with grammar/spell check and/or predictive text switched on	
26% to 50% extra time	
Language modifier	
Computer reader/reader (alongside 25% extra time and/or a scribe) **Note:** Evidence for a computer reader/reader is recorded within Part 1 of Form 8	

Supervised rest breaks (alongside 25% extra time and/or a scribe) **Note:** Evidence for supervised rest breaks is recorded within Part 1 of Form 8 and does not require an online application	

Information for use in the centre (**Note:** This is **not** needed for inspection purposes)

Please use this space to record any further access arrangements that the candidate will have that **do not** need to be processed online (i.e. arrangements which have been delegated to the centre). This will be helpful if/when the candidate moves on to another centre.   *(Max 3000 characters)*

Part 3	Candidate's name

Declaration

The declaration must be completed by the head of centre, SENCo, Access Arrangements Coordinator, or assessor working within the centre, once the form has been completed.

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).

Declaration completed by:		
Name		
Role	Head of centre	
	SENCo or equivalent member of staff	
	Access Arrangements Coordinator	
	Assessor working in the centre	
Signature	*Type signature above here* ***or*** *Use Adobe Signature Field/or position graphic of signature above here*	
Date		

A handwritten, electronic or typed signature is acceptable.

A signed and fully completed Form 8 **must** be retained on file by the SENCo/Access Arrangements Coordinator for inspection purposes to support an approved application processed online.