



11+ GUIDANCE ON REQUESTS FOR REASONABLE ADJUSTMENTS 2024

Tiffin School is committed to ensuring fair access for pupils of suitable ability. We want to give every child a fair opportunity to do well in the tests. Tiffin School will make appropriate adjustments for any candidate with a disability in accordance with the requirements of the Equality Act 2010, under the regulations governing School Admissions and with reference to the JCQ Guidelines for Access Arrangements and Reasonable Adjustments. The decision on the adjustment (if any) to be made is taken by Tiffin School.

Disability in relation to Mobility

Parents/Guardians are asked to tell us if their child has a disability in relation to mobility that has an impact on their ability to access the exam venue so that appropriate arrangements can be made. There is a question on the Supplementary Information Form (SIF) for you to do this.

Medical Conditions Not Requiring Special Arrangements

Parents/Guardians are asked to use the Additional Information box in the SIF to notify the school if their child has a medical condition which the test venue should be aware of but which does not require any additional arrangements to be made for the tests. Examples are conditions such as asthma, allergies and hay fever. The candidate may bring their usual medication (asthma pump, Epi-pen, etc.) with them for the test day and supervisory staff will be made aware of the child's condition.

Where Special Arrangements Are Requested

Parents are asked to write brief details of the particular circumstances of, and specific arrangements requested for, their child to be made on the test day. There is a question in the SIF for you to do this. Parents must then provide appropriate medical / professional and supporting evidence by the SIF deadline. Appropriate evidence will normally take the form of:

- A. professional evidence - a letter or report from the hospital consultant, psychologist, psychiatrist, Occupational Therapist, Speech & Language Therapist or other appropriately qualified professional (a GP or optician letter will not usually be sufficient). We may ask for information about the professional's qualifications. If they have one, provide a copy of the child's Education Health & Care Plan (EHCP); **and**
- B. primary school form - where the adjustment may involve a change to normal exam conditions (e.g. extra time, rest break, use of laptop, small exam room), submission of a completed primary school form giving details of the child's normal way of working. We will email you the primary school form which you should email to your child's school requesting that they complete the form and then email it to Year7admissions@tiffin.kingston.sch.uk.

In summary, an adjustment to normal exam conditions will only be given when both evidence of need (professional evidence) **and** evidence of normal way of working (primary school form) are provided.

We will consider the requests made on the basis of the evidence submitted and by reference to the framework provided by the JCQ Guidelines. Decisions will be made on the adjustments (if any) to be put in place for each candidate for the 11+ exams.

Parents will receive communication in September in advance of the 11+ giving details of the proposed arrangements for their child.

JCQ Guidelines for Access Arrangements and Reasonable Adjustments

Tiffin School use the JCQ Guidelines because it provides a clear set of requirements to be applied and an objective basis for decisions to be made. It is recognised that the JCQ Guidelines are not written specifically for 11+ type exams but there is no generally applicable framework for 11+ exams. Independent specialist advisers have endorsed the use of the JCQ Guidelines to inform arrangements for these entrance examinations. For reference the current version of the JCQ Guidelines can be found here: [JCQ Access Arrangements and Special Consideration](#)

Please note that not all of the content of the JCQ Guidelines is relevant to the decisions on access arrangements and reasonable adjustments for the Stage One and Stage Two 11+ exams. Not all of the adjustments that are envisaged by the JCQ Guidelines are suitable or possible for the Stage One or Stage Two 11+ examinations. Examples of circumstances for which we have provided access arrangements in past years include: visual impairment, hearing impairment, diabetes, ADHD, ASD, dyspraxia and dyslexia. Examples of reasonable adjustments that have been provided in past years include: enlarged print papers, a seat at the front of the room, a small test room environment, access to food and drink during tests, a supervised rest break in the middle of each test, use of a laptop for longer writing tasks and an amount of extra time in one or more tests.

Indisposition on the Day of the Tests

If a candidate is not fit to attend on the day of the tests (due to illness or other valid reason) then, provided a genuine medical certificate/evidence covering the day of the test is received, an alternative test date will be provided. Where a candidate becomes indisposed during a test, the test venue will make appropriate arrangements to care for the child and to inform his parents. These arrangements may include allowing the candidate to leave the test room for a short period under supervision; returning to finish the tests. If the candidate is unable to continue and leaves the premises then he will not be allowed to finish any test that he has already started.

Further Note

Tiffin School cannot give special consideration to candidates' circumstances once papers are marked. Parents may present their child's particular circumstances to an independent appeal panel after the March National Offer Day (1st March 2024) if they wish.

Last updated February 2024