

## **JOB DESCRIPTION**

### **Exams Access Coordinator**

**Responsible to:** SENCO

Hours: 15 hours per week

Grade:

#### **Job purpose:**

- To oversee the process of establishing and putting in place exams access arrangements for eligible students
- To liaise closely with the Exams Office, SENDCo and Deputy SENDCo, Year 11 Team and Assistant Head for Raising Standards to coordinate the provision of access arrangements
- To undertake assessments to establish students' additional needs
- To communicate with parents and staff regarding assessments and access arrangements

#### **Core Roles/Responsibilities**

- Act as the focal point for staff and parent queries about exam access arrangements and emerging unidentified educational needs
- Collate evidence from colleagues about student need and normal way of working
- Conduct assessments to determine needs both for exams access and to identify where support is needed in the classroom.
- Create written reports for school use for students highlighted at ABC meetings or where there is a need for additional information.
- Liaise with Educational Psychologist, as needed, regarding students who have been referred on following initial work.
- Work with Deputy SENDCos to support their understanding of professional reports, including how to share this information with staff through pupil profiles.
- Liaise with external professionals around specific needs for students with bespoke needs for exams.
- Collate information for students who have relevant diagnosis/es which to determine needs both for exams access and to identify where support is needed
- Advise colleagues about strategies to support students with additional needs, including through updating and issuing pupil profiles.

- Ensure deadlines for completing exam access arrangements are met
- Complete Form 8 and Form 9 documentation and apply to the JCQ for exam access arrangements
- Liaise with Exams Office to ensure information is communicated in a timely manner and exam arrangements are in place
- Compile Exam Access register and ensure staff can access it easily
- Ensure all relevant paperwork is in place for HMI Inspections.
- Ensure relevant staff know how to access key documents required for inspection.
- Ensure all storage and disposal of relevant paperwork is completed within GDPR guidelines.
- Liaise closely with pastoral staff and contribute to relevant meetings or reports as needed
- Create and deliver resources for INSET Training and staff briefings as needed.
- Ensure Exam Access Arrangements Policy is up to date and remains accurate to changes in school support and JCQ Rules.
- Contribute to Pastoral Support Plans
- Support students to understand their needs, use their exam access arrangements effectively, and develop strategies to support their own learning
- Be prepared to undertake invigilation for students who need a higher level of support or who may need to take exams at an alternative setting.

#### Other responsibilities

- Undertake professional development activities to increase own effectiveness
- Undertake annual update training with JCQ.
- Undertake invigilator training annually.
- Contribute information to support EHCP Annual Reviews
- Any other reasonable requests by the SENCO.
- Generally, support Deputy SENDCo's day to day or in their absence be prepared support Teaching Assistant Team with arising issues.

May 2026