



☎ Direct / Uniongyrchol

Circular No. 54

Qualifications & Assessment Cymwysterau ac Asesu

WJEC, 245 Western Avenue, Cardiff CF5 2YX
029 2026 5000 exams@wjec.co.uk www.wjec.co.uk

CBAC, 245 Rhodfa'r Gorllewin, Caerdydd CF5 2YX
029 2026 5000 arholiadau@cbac.co.uk www.cbac.co.uk

Our reference / Ein cyfeirnod
HG/HB/Circ. No. 54
Contact / Cysylltwch â
Hannah Gardner

Date / Dyddiad

December 2017

Dear Sir/Madam

For the attention of Heads of Centre, SENCo's / ALNCo's, and Examination Officers

We would like to draw your attention to the following changes relating to Access Arrangements and Modified Papers.

1. As of the June 2018 series, in line with other awarding organisations, WJEC will no longer include standard question papers within the packets of modified large print question papers.
The decision has been taken to mitigate the risk of a collation error that may in turn result in a security breach. Sufficient numbers of standard question papers will be despatched to centres in accordance with their entries.
2. JCQ Centre Inspection Service Access Arrangements inspections will now take place in the Spring, and centres will be given 24hrs notice of an access arrangements visit. A telephone call will be made to the SENCo / ALNCo or Head of Centre to inform them of the visit, however please be aware that this notification will not provide an opportunity to negotiate dates or times.
3. JCQ regulations for 2017/18 require that Heads of Centres appoint 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" *JCQ Access Arrangements and Reasonable Adjustments 2017/18, 7.3.3*. It is no longer acceptable for an assessor to be working towards this qualification.

Additionally, JCQ regulations require that "A member of the centre's senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations" *JCQ Access Arrangements and Reasonable Adjustments 2017/18, 5.8.4*.

Yours faithfully

ELAINE CARLILE

Director of Assessment Delivery