# The Medway Test 2022 (2023 Admissions)

**Access and Special Arrangements Guidance**

**(Please ensure you read this before completing the request form)**

**It is strongly advised for the school to discuss with the parents/carers whether their child would require support using access and/or special arrangements to sit the Medway Test.**

**Submission closing date: no later than 4pm, Tuesday 5 July 2022**

The school must complete the request form, provide all supporting evidence and return it to School Services, Medway Council by:

Email: [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk)

Post: Medway Test, Medway Council, Dock Road, Chatham, Kent, ME4 4TR

**Any request form received after this date and time will not be considered, processed**  
**or implemented.**

**If the pupil is awaiting a medical diagnosis, the form must still be completed and submitted by the closing date above.**

We are unable to acknowledge receipt of any request form and/or evidence due to time constraints. If you wish to confirm Medway Council has received your documentation, please contact [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) or 01634 331110 by **6 July 2022**.

**Requests cannot be accepted direct from parents/carers.** Parents/carers have been provided with an online version of this guidance.

**There is no right of appeal, no review of the decision that is granted and no changes can be made to the access/special arrangements that have been awarded by the independent panel.**

**COVID 19:** Should government restrictions be introduced at the time of the test date, pupils who are granted special arrangement testing will have their test invigilated in line with the social distancing guidance addendum.

* Access/Special arrangements are used to enable a pupil to access and/or participate in the Medway Test and must be part of normal classroom practice.
* Arrangements must not advantage or disadvantage the pupil and the answers in **all** tests must be the pupil’s own.
* The school must select the most appropriate arrangement(s) for the pupil’s needs which the evidence submitted also supports.
* For any arrangement to be confirmed, all relevant sections of the request form must be completed by the school only.
* All arrangements requested for the pupil must be ticked on the form which is included with this guidance. **Any requests not ticked will not be considered by the panel** now or in the future. The panel may decide to award the use of all/some/none of the arrangements requested depending on the evidence provided.
* Decisions as to the award of arrangements are solely based on the request form and supporting evidence provided by the school.
* Parents/carers must provide the school with relevant evidence that the school may not have to support the request and check this has been included with the submission before signing the request form.
* To maintain a consistent and fair process of granting arrangements to all registered pupils, some arrangements require specific examples of evidence which are set out in this guidance.
* The content of the request form and supporting evidence submitted alongside is in agreement between the parent/carer and the school. Therefore, the form cannot be accepted without **both** school and parent/carer signature. If the parent/carer is not able to be present in school to sign the form in person, the school is required to obtain the parent confirmation in writing by email to [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk)
* Most requests need to be supported by recent evidence e.g.:
  + professional assessment/diagnosis of disability, health condition, difficulty or support need
  + Medical reports supported with recognised standardised scores where required
  + EHCP **and** the most recent Person Centred Annual Review (PCAR)
  + provision map or support plan.
  + School or parents/carers must provide supportive evidence for each request and demonstrate they are part of normal classroom practice, or this will result in the request being declined by the panel.
* Relevant parts of evidence submitted to support each arrangement requested must be highlighted and page numbers recorded on the special arrangement form.

**Medical Reports and Standardised Scores**

* Where a pupil has a medical condition, this must be supported by a medical diagnosis. Evidence of a diagnosis can be older than **two** years.
* A diagnosis does not automatically qualify the pupil for a special arrangement.
* If a medical report is relied upon for evidence this must be less than **two** years old e.g., report detailing medication, standardised scores or a recent change in condition.
* A medical report does not automatically qualify the pupil for a special arrangement.
* Practitioner / medical letters and/or reports stating or recommending that the pupil requires certain arrangements for tests will not be accepted.
* When requesting 25% additional time for a reader, scribe, and/or electronic aid, the report must be supported by recognised standardised score assessments that relate to the area of need.
* Recognised standardised score assessments submitted as evidence must be no older than **two** years (i.e. since summer term Year 3) **and** have been carried out by a qualified practitioner/assessor or qualified teacher*.*

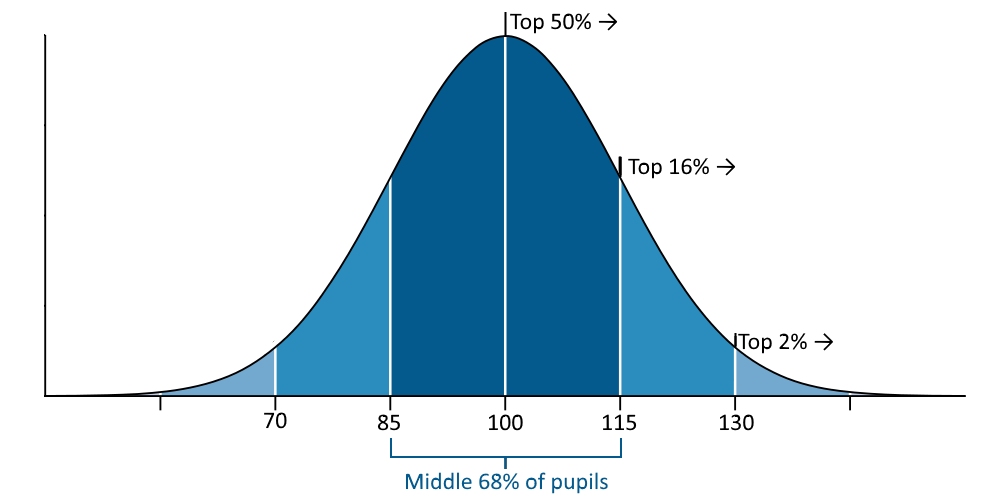
Supporting documents including medical evidence will not be accepted if they are older than **two** years i.e. carried out before summer term Year 3.

* Dyslexia diagnosis reports **must include** current, recognised standardised scores and assessments completed within the last **two** years.
* Where standardised scores are presented in a format that is not universally recognised, these **must** be supported with an explanation.
* When reviewing standardised scores for requests for 25% additional time, reader, scribe and use of an electronic aid (e.g. laptop), the panel refer to the following information:  
  Pupils can be above average in most academic areas but have specific difficulties identified in assessments with standardised scores.

The diagram below shows that standardised scores from 85 to 115 represent most pupils in the average range.

Standardised scores below 85 (below the threshold) indicate low average scores.

Pupils scoring less that the average below 85 may need special arrangements to support with specific difficulties.



**Special Arrangement Requests**

* Special arrangements may be appropriate for pupils who have:
* an Education, Health and Care Plan (EHCP) or receive SEN Support.
* a learning difficulty and/or disability which significantly affects their ability to access the tests such as a hearing impairment, a visual impairment, processing difficulties, physical / motor difficulty.
* Medical condition that requires management during the test
* emotional, social and behavioural difficulties.
* English as an additional language (EAL) and limited fluency in English.

Requests for **25% additional time**:

* is not awarded for concentration, focus, pain management or to manage a medical condition e.g. diabetes. Other arrangements such as stop the clock, prompt or test on own should be considered as more appropriate for the pupil rather than additional time.
* is granted for a pupil with an EHCP and the most recent Person Centred Annual Review (PCAR) which must be submitted and evidenced by the school.
* must include recognised standardised scores related to the specific reason(s) for the request.

When school-based assessments e.g. PIRA, PUMA, NFER are used to illustrate areas of need in addition to/or instead of assessments conducted by qualified assessors, they must have been carried out at the end of Year 4 or during Year 5 and provide a score where 25% additional time **has not been added**. A second score can be submitted where the pupil continues to complete the same assessment, in the same sitting, with the additional 25% time.

Assessments such as the following may be used to evidence a request for 25% additional time:

* Information processing speed: Cognitive Processing Assessment CTOPP or TIPS assessment from Ann Arbour publishers, and/or assessment carried out within the last two years by a qualified practitioner to support a diagnosis.
* Handwriting speed: DASH.
* Reading speed: PIRA or similar in-school assessment which provides a recognised standardised score and/or assessment carried out within the last two years by a qualified practitioner to support a diagnosis.
* Where 25% additional time is awarded, the pupil may test on their own or in a small group. Therefore, where it may be suitable for a pupil to test on their own, this must be made as a separate request (see ‘Requests for **test on own** or **small group**’ below).
* Where a reader, prompt, scribe, use of an electronic aid (e.g. laptop) and/or stop the clock have been requested **alongside** 25% additional time, the panel may decide, based on the evidence submitted, not to grant all said arrangements.
* Additional time is not accumulative and is limited to 25%.

Requests for **a scribe**:

* Examples of evidence required for this request include but are not limited to:
* dated examples of handwriting from classwork which must include the time taken to produce the work. This evidence is mandatory
* dated examples of extended writing where a scribe has been used as part of normal classroom practice to specifically meet the pupil’s needs e.g. legibility of writing
* DASH standardised scores must be submitted if the request is due to the pupil needing a scribe for handwriting speed
* Where scribe is awarded, the pupil will test on their own. Where it may be suitable for a pupil to test on their own for another reason e.g. behaviour, this must be made as a separate request (see ‘Requests for **test on own** or **small group**’ below).

Requests for **a transcribe**:

* Examples of evidence required for this request include but are not limited to:
* dated examples of handwriting from schoolwork. This evidence is mandatory
* examples where the pupil’s work has been transcribed by an adult (optional)
* Children awarded a transcribe will be tested in the main test room.

Requests for **a reader**:

* Examples of evidence required for this request include but are not limited to:
* PIRA and/or dyslexia screening if a reader is requested due to the pupil's phonological awareness/reading processing speed
* PIRA or other assessments that provide a standardised score if the request is due to the pupil having reading difficulties or a reading age significantly lower than their chronological age
* Where a reader is awarded, the pupil will test on their own. Where it may be suitable for a pupil to test on their own for another reason e.g. behaviour, this must be made as a separate request (see ‘Requests for **test on own** or **small group**’ below).

**Important note:**

**Readers cannot read the text, questions or pupil’s responses in the comprehension section of the VR test should this be a component.**

Requests for **laptop and/or electronic aid(s):**

* Examples of evidence for a **laptop** request include but are not limited to:
* dated examples of handwriting from schoolwork which must include the time taken to produce the work. This evidence is mandatory
* dated examples of extended writing where the laptop has been used as part of normal classroom practice to specifically meet the pupil’s needs.
* DASH standardised scores must be submitted if the request is due to the pupil using a laptop for handwriting speed.
* A laptop is awarded for the Extended Writing test only and it will likely be provided to the pupil by Medway Council. The laptop is customised for the sole purpose of the Medway Test only and Wi-Fi, grammar and spell check facilities are disabled and not permitted.
* Examples of evidence for an **electronic aid** request include but are not limited to:
  + a provision map for the pupil
  + medical recommendation that the device is used in normal classroom practice
* Any electronic aid is not permitted to be connected to Wi-Fi or have grammar and spell check enabled.
* Should an electronic aid require Wi-Fi access the school must select alternative arrangements on the request form.
* A pupil will test on own for all tests if they have been awarded a laptop or any other electronic aid for one or more tests.
* Where a laptop or electronic aid is awarded, the pupil will test on their own. Where it may be suitable for a pupil to test on their own for another reason e.g. behaviour, this must be made as a separate request (see ‘Requests for **test on own** or **small group**’ below).

Requests for **stop the clock**:

* There are natural breaks within the test for all pupils. Stop the clock testing may be requested for managing medical conditions or to aid concentration and are usually pupil led during the test.
* Evidence and explanation must be provided for the stop the clock request and whether it is adult or pupil initiated.
* The panel advises that the test taking time is no longer than 1hour 30minutes for all tests (including time given for stop the clock) and each test is stopped after this time to support the pupil’s wellbeing.
* Where stop the clock is awarded, the pupil will test on their own. Where it may be suitable for a pupil to test on their own for another reason e.g. behaviour, this must be made as a separate request (see ‘Requests for **test on own** or **small group**’ below).

Requests for **test on own** or **small group:**

These requests are for several reasons e.g.:

|  |  |  |  |
| --- | --- | --- | --- |
| **Pupil Group** | **Reason(s)** | **How to complete the ‘test on own’ or ‘test in small group’ arrangements on the request form** | **Notes** |
| **Group A** | * Medical * Concentration * Behaviour * Has a therapeutic aid that could distract other pupils | **Must** tick the request ‘test on own’  **OR**  **Must** tick the request ‘small group’ | None |
| **Group B** | * 25% additional time * Reader * Prompt * Scribe * Laptop / electronic aid * Stop the clock | **Do not** tick the request ‘test on own’  **Do not** tick the request ‘small group’ | ‘test on own’ **or** ‘test in small group’ request is automatically  applied if one of these arrangements is granted |
| **Group A and B** | * Medical * Concentration * Behaviour * Has a therapeutic aid that could distract other pupils * 25% additional time * Reader * Prompt * Scribe * Laptop / electronic aid * Stop the clock | **Must** tick the request ‘test on own’  **OR**  **Must** tick the request ‘small group’ | None |

* A pupil will also test on their own if their electronic device or therapeutic aid creates a sound or could cause a distraction to others.
* Pupils awarded testing on their own, may be tested on a different day to their peers.
* At times, small group testing will not be possible even though this has been granted by the panel because there are no other pupils with the same arrangements. In this instance, the pupil will be tested on their own.

**Access Arrangement Requests**

* Access arrangements may be appropriate for pupils who:
* Require specific resources to access the tests which are used as part of routine classroom practice.
* Have a medical condition and/or disability.
* Pupils granted with access arrangements only will be expected to test in the same room and at the same time as their peers.
* The use of any aid must be verified by the pupil’s current school and additional medical evidence to support the use of the aid may be required.
* A pupil will test on their own if their therapeutic aid creates a sound or could cause a distraction to others. (see ‘Requests for **test on own** or **small group**’ above).
* It is the responsibility of the school and/or parent/carer to ensure that the pupil has with them any special equipment (e.g. coloured overlays, tinted glasses, ear defenders etc.).
* If a therapeutic aid or resource for medical provision is not listed, you must add this to the request form in the space listed as:

*“Therapeutic aid or equipment not listed below”* or *“Medical provision/aid or equipment not listed below”.*

Requests for **coloured paper or tinted glasses or coloured overlay**:

* Only one of the above can be requested. If more than one of the above is selected on the form, none of these will be granted unless medical evidence is submitted to support each request.
* Where coloured paper is requested, the school must provide examples of recent classwork to evidence that the use of coloured paper is part of normal classroom practice.
* It is mandatory for a colour paper sample to be sent to [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) if test papers are requested to be on coloured paper. When completing the form, state the colour required and submit the mandatory sample. If a colour sample is not supplied and labelled with the pupil’s name, there is no guarantee that test materials can be provided on coloured paper or that the request will be granted.
* Where a pupil is colour blind, the school must contact [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) directly to discuss if any adjustments can be made.

Requests for **modified test papers:**

* + Enlarged test papers are formatted to A3 sized paper, size 18 font so as not to distort formatting and layout of questions.

Requests for **translation of instructions, maths paper and dual language dictionaries:**

* Where English is an additional language (EAL) and the pupil has limited fluency in English, a request can be made to have the instructions in all tests translated in writing.
* A written translation of the questions in the maths booklet and the extended writing task can be requested. No questions or part of a question can be translated for the pupil in the VR test.
* A pupil may bring a paper-based bilingual dictionary and use this in all tests subject to test provider regulations and if this arrangement is granted by the panel.
* The extended writing booklet must be completed in English, but the pupil may use their bilingual dictionary if granted by the panel.
* Evidence **must** be submitted to show that the use of written translations are part of normal classroom practice, **and** that the pupil has limited fluency in English.
* Evidence **must** be submitted to show that the pupil uses a bilingual dictionary as part of normal classroom practice.

**Injuries that occur shortly before the test**

* Requests can be made where an injury sustained shortly before the test could impact on the pupil accessing the test.
* Where the pupil has recently sustained an injury that only affects their mobility e.g. broken leg, the pupil will sit the test with their peers on their original test date without special arrangements. Should the pupil need access arrangements e.g. sit at the front of the test room, the school **must** contact [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk)
* Where a pupil requires pain management and/or their ability to write has been restricted by a recent injury causing a sprain/fracture/dislocation on their writing hand/wrist/arm, the pupil will **not** sit the test with their peers on their original test date to allow for recovery time.
* The school must notify [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) when a pupil is not testing on their scheduled test date because of a decision to request special arrangements due to the injury
* If the pupil is likely to still require pain management or their mobility is still restricted as a result of their injury, the school will need to contact [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) who will then seek further information including: details and dates of the injury, provisions made in class to enable the pupil to access learning, and the arrangements/adjustments being requested.
* Responses to the information request and supporting evidence must be submitted by **16 September 2022**. The panel will consider the request but there is no guarantee the arrangement(s) will be granted. School Services will contact Medway schools and all parent/carers with a date their child will sit the test and any arrangements that have been granted.

**Unexpected medical treatments that occur shortly before the test**

* Where a pupil receives unexpected medical treatment between 22 July 2022 and 18 September 2022 which is not related to an injury that occurs shortly before the test (see above), the parent/carer must decide if they wish for their child to:
  + Option 1: sit the test **without** special arrangements and with their peers on their original test date

OR

* + Option 2: request their child be considered for special arrangements to allow for recovery time.
* Should the parent/carer choose option 2 for their child the school **must** submit a special arrangement request form, **and** evidence by **21 October 2022**. Their child will **not** sit with their peers on the original test date. The panel will consider the request but there is no guarantee the arrangement(s) will be granted.
* The school must notify [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk) **and** provide evidence of the treatment before their scheduled test date where the parent has decided their child is not testing on their scheduled test date because of a decision to request special arrangements due to the unexpected medical treatment.
* School Services will contact Medway schools and all parent/carers with a date their child will sit the test and any arrangements that have been granted.

**Multiple siblings**

* To maintain consistency in testing, Medway’s preference is for twins to sit their test on the same day if only one of them are sitting the test with special arrangements. This means the school would need to allocate staff and a test room on the same day as standard testing to accommodate the twin.

**After the closing date**

* A pending medical report/diagnosis/EHCP:

If any of the above evidence is received after 22 July 2022 and before 1 September 2022 the pupil is likely to sit the test 6-10 days after the main test dates. If the pending evidence is not received during this time, the request(s) made cannot be considered.

* The independent panel will assess the request and evidence submitted and an outcome will be confirmed in a decision letter. This letter will be sent to the parent and a copy will be sent to the pupil’s current school by 22 July 2022.
* By signing the form, the school and parent **confirm, acknowledge and accept** that no further evidence can be submitted for further review following the decision letter confirmation from School Services.
* If a parent/carer wishes to withdraw all or some of their child’s granted special/access arrangements, they are required to do so in writing to [medwaytest@medway.gov.uk](mailto:medwaytest@medway.gov.uk). The school **cannot** withdraw all/some of the pupil’s arrangements once they have been granted by the panel.

**If there are any pupils whom the school feel would be unable to access or take part in the Medway Test, even with specific access or special arrangements, we strongly advise that the school has discussions with parents/carers about the suitability of the Medway Test for the pupil.**