# OCR Centre Permitted Arrangements Form

*Please read the notes overleaf before completing this form.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Centre Number** |  |  |  |  |  |  |
| **Centre Name** |  | | | | | |
| **Academic Year** |  | | | | | |

Access arrangements were made for the following candidates in the specification(s) listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Number or ULN** | **Candidate Name** | **Specification** | **Access arrangement(s)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Declaration** (to be completed by Head of Centre or SENCo**):**

I am satisfied that the information provided on this form is accurate and that access arrangements have been made in accordance with Chapter 5 of the JCQ Access Arrangements and Reasonable Adjustments regulations.

**Date**:

**Name** (please print):

**Signature**:

*This form must be kept on file within the centre for inspection purposes.*

# Notes

Centres are allowed to grant certain access arrangements without prior consultation or approval from OCR. However if the arrangements detailed below are granted you must provide details on this *OCR Centre Permitted Arrangements Form*.

## Level 1 & Level 2 Functional Skills qualifications

The following two arrangements may be granted by the centre:

* Bilingual dictionary with 10% extra time (solely for the use of the dictionary)
* 25% extra time

Where these are granted, you must keep appropriate evidence of need on file.

**Entry Level Functional Skills qualifications**

The following arrangements may be granted by the centre:

* Bilingual dictionary with 10% extra time (solely for the use of the dictionary)
* Computer reader/Reader
* Extra time in timed components
* Practical assistant
* Scribe

For information on specific arrangements see Chapter 5 of the JCQ Access Arrangements and Reasonable Adjustments regulations

You must keep the completed *OCR Centre Permitted Arrangements Form* on files for inspection by OCR. The names and numbers of candidates who were granted these arrangements **must** be listed.

**Internally Assessed Components**

For internally assessed components, centres do not need to apply to OCR.

Access arrangements for internally assessed Functional Skills units **must** be in line with Ofqual’s Functional Skills qualifications criteria.

Access arrangements must not affect the reliability or validity of assessment outcomes. They must not give the learner an advantage over other learners undertaking the same or similar assessments.

For specific advice on applying access arrangements to internally assessed units, please contact the Special Requirements Team at srteam@ocr.org.uk.