

The Process of Access Arrangements – May 2020

1. SUBMITTING YOUR APPLICATION FOR ACCESS ARRANGEMENTS

Complete applications (form ACC/20 and relevant accompanying evidence) should be posted to the AQE Office, please ensure your child's name, date of birth and candidate number (if you have it) are clearly written on the ACC/20 form. Applications can be received from Thursday 14th May and must be with the office by Friday 25th September 2020 at 4pm.

Parents are asked to send a stamped addressed envelope if they wish to have their documentation returned to them at the end of the cycle (March 2021). Evidence will not be returned to parents, until a SAE is provided.

We always advise parents to post via recorded delivery so you have proof of delivery. **At the current time we are unable to accept hand delivered documents into the office.**

2. FINDING OUT IF YOUR APPLICATION HAS BEEN SUCCESSFUL

AQE Limited appoint an Access Panel who are responsible for deciding on all applications for access arrangements.

The Panel sits on several occasions between May and October and consider as many applications as possible per session. Applications are processed in order of receipt into the office (each application is date stamped when it arrives in the AQE Office).

The Access Panel will read all applications and consider all requests for Access arrangements received by the closing date. **Due to the high number of access applications it can take several weeks between a complete application being received by the AQE Office and a decision being communicated to parents.**

Once a decision has been made, parents will be informed in writing of the outcome, due to the COVID-19 pandemic we intend to inform parents via e-mail of the outcome, where an e-mail address has been provided on the application form (ACC/20). In the majority of cases this communication will confirm which arrangements have been agreed. AQE will inform the assessment centre in time for the three assessments.

- Following up an unsuccessful application

If the Panel concludes that the evidence received is currently insufficient to grant the arrangements requested, parents will be informed of this in writing and they will be given the opportunity to submit further evidence and have their application re-considered.

If an application falls outside the criteria required for access arrangements, or if the requests made do not fall under the remit of the Access Panel, parents will be informed of this in writing.