



OCNSWR Special Arrangements Policy

The OCNSWR Special Arrangements Policy is in line with the recommendations of the Joint Council for Qualifications (JCQ) which states that arrangements may be made either with the Awarding Body or by the Centre where the student is studying.

OCNSWR policy is to consider each case individually. The responsibility for deciding if the student is eligible for help lies with the Access Centre where the student is studying, after due consideration of supporting evidence. Students eligible for special consideration or access arrangements would normally have an established diagnosis of difficulty eg Dyslexia or visual impairment. The Tutor and Internal Moderator are responsible for ensuring that the student has met the criteria for the Access to HE Award.

Tutors who consider that a student is eligible for special consideration or access arrangements should contact the Access to HE officer in writing **at the earliest opportunity** in the academic year, requesting permission to make special arrangements and citing any supporting evidence. Evidence should be shown to the Internal and External Moderators along with the student's work.