

# Chelmsford County High School for Girls



## CCHS Entrance Test

### Special Arrangements Guideline 2017 Entry

**DEADLINE DATE FOR  
CONSIDERATION OF ADJUSTMENTS**

**Monday 27 June 2016, 12pm (noon)**

## **2017 ENTRY SPECIAL ARRANGEMENTS GUIDELINE**

### **Guidelines for Parents on the arrangements made by Chelmsford County High School for Girls for candidates with special needs.**

Chelmsford County High School for Girls is committed to ensuring fair access for candidates of suitable ability. Parents will be asked to alert Chelmsford County High School for Girls to any special considerations that may require specific arrangements to be made on the test day. In particular, we would want to emphasise that appropriate adjustments will be made for any candidate with a disability.

*Adjustments will be made in accordance with the requirements of the Equality Act (2010), under the regulations governing School Admissions, and with reference to independent specialist advisers whose decision will be binding on Chelmsford County High School for Girls and the candidate.*

#### **1. Introduction**

Chelmsford County High School for Girls wish to give every candidate a fair opportunity to do well in the Entrance Test. We recognise that some candidates with disabilities will need special arrangements made for them, for example the provision of enlarged test papers for candidates with visual difficulties.

Parents are asked to provide the details of the particular medical circumstances of their daughter on the Chelmsford County High School for Girls Supplementary Information Form, along with medical evidence. Appropriate evidence will normally take the form of a letter from the family doctor, hospital consultant or specialist confirming the candidate's medical condition and the need for special arrangements. The Admissions Office may want to discuss the special arrangements with parents well before the test date. Parents must therefore make their request known by the deadline date of Monday 27 June 2016, 12pm (noon), for appropriate arrangements to be made.

Examples of candidates' special medical circumstances for which Chelmsford County High School for Girls have provided additional arrangements in past years include, visual impairment, hearing impairment, epilepsy, chronic asthma, cerebral palsy and diabetes.

**2. Where a medical condition has been agreed by the Governing Body of the School, one or more of the special arrangements listed below may be made, as appropriate to the condition.**

- 2.1 Providing the papers in large print.
- 2.2 Providing an amanuensis to write down the candidate's answers.
- 2.3 Wheelchair access to the test room and other facilities appropriate to wheelchair users.
- 2.4 A seat at the front of the test room.
- 2.5 A separate room with the candidate's own invigilator.
- 2.6 Access to food and drink during the tests.

Where any of these arrangements would disturb other candidates a separate room will be provided.

**3. Special Arrangements that are not provided for the Entrance Test.**

Some arrangements which schools provide for GCSE and A Level candidates are not considered appropriate for the Chelmsford County High School for Girls Entrance Test. This is due to the shortness of each test, the very limited amount of writing required by the candidates (most answers are in the form of a letter, a number or a word) and the time dependent nature of the tests.

Candidates with a recognised disability may be entitled to special adjustments, but for all other candidates the following arrangements are NOT made by Chelmsford County High School for Girls:

- 3.1 Allowing time for rest breaks within any one of the two tests. Rest breaks are scheduled between the tests.
- 3.2 Allowing extra time for candidates with writing difficulties.
- 3.3 Allowing a candidate to submit her answers on a computer.

All applicants are assessed on what they can do in the time allocated for each test.

#### **4. Special arrangements made by Chelmsford County High School for Girls for temporary indisposition on the day of the tests.**

Special arrangements are made in the case of a temporary disability of illness through the provision of a supplementary test day. Candidates will need to provide medical evidence of the condition that prevented them from sitting the tests on the main test date.

Where a candidate becomes indisposed during the tests, Chelmsford County High School for Girls will make appropriate arrangements to care for her and to inform her parents.

These arrangements may include allowing the candidate to leave the test room for a short period under supervision. Candidates who leave the room during the tests will not be given extra time. If the candidate is too ill to continue and leaves the premises then she will not be allowed to finish any test she has already started.

#### **5. Special Consideration**

Chelmsford County High School for Girls does not give special consideration to candidates' circumstances when papers are marked. Parents may present their daughter's particular circumstances to an independent appeal panel after 1 March 2017 (National Offer Day).

#### **6. Further Clarification**

For further information please contact [admissions@cchs.essex.sch.uk](mailto:admissions@cchs.essex.sch.uk).

Any request for special arrangements/assessments can be sent to the Admissions Office from Friday 6 May 2016.

*(Please note that it is the responsibility of parents to provide sufficient evidence for their daughter's case to be assessed).*

We regret we are unable to consider requests after the adjustments consideration deadline date of Monday 27 June 2016, 12pm (noon).

A non-statutory Panel for Special Consideration will meet.  
All decisions will be conveyed to parents in September 2016.