Teacher Checklist

Kids

✓ Classroom evidence collected

- Work samples (classwork or homework)
- Mock exam papers showing timing or access needs
- Examples of assistive tech being used in lessons

✓ Teacher observations recorded across subjects

- Notes from multiple subjects
- Evidence of slow processing, difficulty finishing tasks, or needing repeated instructions
- Behaviour patterns affecting learning or exam performance

✓ Mock exam/ assessments performance reflects need

- Shows real-world impact
- Demonstrates the barrier without support
- Highlights specific needs under timed conditions

✓ Standardised test scores gathered

- Reading speed tests
- Writing speed tests
- Processing speed assessments
- Spelling or working-memory measures

✓ Consistency across subjects confirmed

- All teachers agree on the pattern of need
- No conflicting information
- Adjustment is used regularly, not occasionally

✓ Student voice included (preferences, experiences)

- What helps them
- What doesn't help
- Their feelings about exam arrangements
- Whether they want to use the adjustment

✓ Adjustments reflects normal way of working

- Support used regularly
- Not a new / unfamiliar adjustment
- Consistent across lessons /subjects

✓ Ready for JCQ inspection (clear documentation)

- Form 8 or Form 9 completed correctly (where needed)
- Assessment scores clearly recorded
- A clear "picture of need" shown throughout
- Evidence stored either all as paper files or all digitally, and available to the inspectors

✓ Evidence Supports access arrangement request

- Clear link between need → adjustment
- Documented examples
- Easy to explain to moderators or inspectors