



Joint Council for Qualifications

Access arrangements online

Access arrangements online (AAO) allows centres to submit GCSE and GCE access arrangements applications and order modified papers quickly and efficiently.

AAO combines access arrangements and modified paper requests, helping to reduce the administrative burden for centres.

Training

Go to <http://jcq.training.jcq.org.uk> to learn how to use AAO.

Getting started

You can go to the *Access arrangements online* tool via any of the awarding body secure extranet sites:

- [E-AQA](#)
- [Edexcel online](#)
- [CCEA](#)
- [OCR interchange](#)
- [WJEC](#)

Only one application is required for each candidate. Where AAO approves an access arrangement it can be applied to the candidate's GCSE or GCE exams irrespective of the awarding body (subject to the JCQ regulations).

In over 90% of cases you will receive an instant decision from the system. Complex cases, known as awarding body referrals, will be forwarded on-line to the relevant awarding body for a decision. You should allow sufficient time for the awarding body to consider the case. The progress of these cases can be monitored on-line while the decision is awaited.

Candidate Data Protection Notice

The candidate's consent must be obtained **before** his/her application is processed on-line.

The Data Protection Notice can be downloaded from the JCQ website – <http://www.jcq.org.uk/exams-office/aa0-access-arrangements-online/data-protection-notice>

The **Data Protection Notice** **must** be kept on file for inspection and presented to the JCQ Centre Inspector by the **SENCo**.

Useful resources

- Read our [FAQs](#).