

Guidelines for candidates who are eligible for access arrangements for their exams

These guidelines have been designed for candidates who are to be allowed Access Arrangements for exams and assessments for General Qualifications.

They reflect the regulations as outlined in *Access Arrangements and Reasonable Adjustments* (available online from www.icq.org.uk).

Reader (shared or 1:1)

This arrangement involves someone helping you read. This may be a person who often supports you in class or someone you have not met before. Remember that both you and the person who helps you have a different job in an exam – for example:

Your reader

- can't give you clues like they do in lessons
- can't give you examples like they do in lessons
- can't tell you if your answers are right or wrong
- can't check your work to see if you have understood

The reader might be someone who will sit with you and read just to you, or you might share a reader with other students. If you share a reader, then simply raise your hand when you need help reading.

You will be working in a room separate from the main hall.

You can ask the reader to

- read all or part of the examination paper, as many times as you request
- read back any of your answers when you request

The reader **cannot**

- explain or clarify any of the paper, they can only read word for word from the paper, and will only re-read if you ask them to
- help you to choose which questions to do
- tell you when to move on to the next question, or in what order to do the questions
- read or explain mathematical, scientific and musical symbols and abbreviations (e.g. 5^2 , $>$, $)$, they can only point to them

Please note:

- In English Language GCSE examinations: a reader can read the questions in the writing section only. They cannot read any of the questions testing reading in the reading section to you.
- In Modern Foreign Languages, a reader is not permitted in components that assess reading, as the assessment objectives require the candidate to 'understand the written language'.

Word Processor

You are entitled to the use of a word processor for your exams. You do not have to use the word processor. You can choose on the day, even once you have seen the paper, whether you feel more comfortable writing only, using the word processor only or doing a mix of both.

If you know in advance that you will not use your word processor Access Arrangement for a particular exam please let the Exams office know in writing asap.

You will be working in a separate room from the main hall.

There are a few things to remember about using a word processor:

- You will be allocated an exam account for each exam. Your invigilator will already have logged into this for you. You must only use the exam account that has been allocated to you, and you must not attempt to access any other account.
- You will not have an interactive exam paper. Your typed script will be printed and attached to the paper. You can still write some answers in your exam booklet.
- You will only have access to Exam WritePad for word processing (spellcheck/thesaurus facility will be disabled). Unless necessary for your subject all other software will be disabled including internet access.
- You will not be allowed access to any files on the computer.
- You must label answers clearly. For example, Q1a or Q2bii
- The printer may be in the exam room. You should only print your work when the invigilator tells you to do so. You must remain seated at all times; the invigilator will bring your work to you.
- Alternatively, you will be escorted to the Exams Office where your work will be printed.
- You will be asked to sign each printed page to confirm it is your work.
- You must not disturb other candidates.

Extra time up to 25%

Following assessment you are allowed extra time in either some or all of your examinations. This means, for example, that if your exam usually takes one hour, you will be allowed 1 hour 15 minutes to complete it.

You will be working in a room separate from the main hall.

For recorded examinations, advice will be sought from the examining body on how the extra time is to be applied for that exam, and your invigilator will manage the addition of any extra time allowance.

Extra time will not be permitted in examinations testing the time in which a skill is performed, such as expressive arts, a musical performance, or a sport, where timing is an explicit part of the assessment objective.

Candidates may **not** require extra time for every examination/assessment and every subject.

Extra time may **not** be appropriate in:

- practical examinations; or
- non-examination assessments where the impairment has a minimal effect on the assessment.

Scribe

A scribe is a responsible adult who, in non-examination assessments and/or in an examination but not in a Speaking Test (eg MFL), writes or types a candidate's dictated answers to the questions.

You will be working in a separate room from the main hall.

The scribe may be a person who often supports you in class or someone you may not have met before. Remember that both you and the person who helps you have a different job in an exam – for example:

Your scribe

- can't give you clues like they do in lessons
- can't give you examples like they do in lessons
- can't tell you if your answers are right or wrong
- can't check your work to see if you have understood

The scribe will

- write down answers **exactly** as you dictate them
- read back any of your answers **if you ask them to**
- change an answer **if you ask them** to write down something different
- strictly follow your instructions when drawing maps, diagrams and graphs (if possible it is best if you can draw maps diagrams and graphs yourself – ask a member of staff for advice)

The scribe cannot

- explain or clarify any of the paper
- help you to choose which questions to do
- tell you when to move on to the next question, or in what order to do the questions
- read any of the exam paper to you unless you are also allowed a reader

You will not have access to marks awarded for spelling, punctuation and/or grammar unless you have independently dictated ALL spelling, punctuation and/or grammar (this is not recommended).

In Modern Foreign Language exams, a scribe will not be allowed unless the candidate can dictate foreign words letter by letter. (NB There are specific provisions that can be put in place in such instances, which we will discuss with you if relevant.)

Prompter

A prompter may be permitted where a candidate has a substantial and long term adverse impairment resulting in persistent distractibility or significant difficulty in concentrating.

For example, the candidate:

- has little or no sense of time
- persistently loses concentration; or
- keeps revising a question rather than moving onto other questions.

In such instances a candidate may be assisted by a prompter who can keep the candidate focused on the need to answer a question and then move on to answering the next question.

To keep you focused on the paper an adult, possibly the invigilator, will attract your attention by:

tapping:

- the table

saying:

- your name
- "focus on the question"
- "move onto the next question"
- "there are x minutes left"

The prompter cannot:

- speak to you, except to say your name or one of the above instructions
- advise you on which questions to choose
- tell you in which order to do the questions

You will be working in a separate room from the main hall.

Supervised Rest Breaks

Rest breaks can help if you are anxious, find it hard to concentrate, or get very tired.

There are two provisions for rest breaks – the SENCO will confirm which provision you have been awarded:

- In the room
 - you must stay in the room where you are sitting your exam and take your rest break at your desk
- In or out of the room
 - you **may** stay in the room where you are sitting your exam and take your rest break at your desk.
 - you **may** go outside the exam room. You will always be accompanied by an invigilator, and may go for a short walk with them if needed. You remain under exam conditions and will **not** be able to talk about the exam with the invigilator during your break.
 - It is up to you whether you take your break in or out of the room, depending on need.

You should put up your hand to let the invigilator know when you feel that you need to take a break. If you need to take a break outside the room, and there are other students also needing breaks you might have to wait for a member of staff to be available to help you.

The SENCO may confirm with you how your break will be taken - how many breaks you can have and how long you can take for each break. Remember that if you have another exam on the same day you need to allow enough time to take a proper break between the two exams and still fit in both exams before the end of the day.

All the time taken for your rest breaks will be added to the end of the exam. For example if you have two breaks, one taking 5 minutes and the other 7 minutes, 12 minutes will be added to the end time. You will not be allowed any more time, but you will not lose time either. You must stay for the full exam time, which may mean other students who haven't taken (or been awarded) rest breaks are dismissed before you.

During the supervised rest break you will not have access to the question paper/answer booklet.