

Access Arrangement Information

General Information

1. The special educational needs co-ordinator (SENCO) assesses students for access arrangements in examinations. Criteria has to be met for all arrangements as defined by the Joint Council for Qualifications (JCQ) and other awarding bodies/qualifications who not members of JCQ.
2. All arrangements must be normal way of working (NWOW) within school and the SENCO must collect evidence of need which has to be presented to the inspector annually.
3. The SENCO applies to the awarding bodies for the arrangements as identified in the assessment and for which there is evidence.
4. Students must attend a short meeting with the Exams Officer and the SENCO, where it is explained how each arrangement will work and the regulations for arrangements.
5. A form must be signed by the student confirming their understanding of the regulations regarding their individual arrangements in exams.

Extra Time

1. The most common amount of extra time granted is 25% but in very rare circumstances this can be more if the criteria and a substantial amount of evidence shows a need. The maximum an overseas student can be granted is 25%, for L2 exams or lower, unless there are other issues and assessments show this.
2. Candidates approved for extra time will usually take their exams in the main exam hall unless circumstances deem an alternative arrangement to be more suitable.
3. A coloured card is placed on exam desks confirming that amount of extra time allowed. Each amount of extra time has a different colour.
4. Invigilators have a seating plan stating arrangements so they are know where each candidate is sitting and their needs.
5. If an extra time candidate finishes their exam before the end of their extra time allowance, the invigilator must ask the candidate if they have checked their work and if they are sure they have finished before allowing them to leave the exam room.

Rest Breaks

1. Rest breaks allow a candidate to take a rest part way through an exam.
2. Breaks must be student led; the student has to raise their hand when a break is required. The invigilator will time the break and amend the end time of the exam ensuring the full time allowance is given.
3. If the candidate needs to just sit or stand during the break, the exam will take place in the main exam room. However, this will be discussed with the candidate and, depending on the need, the exam could take place in a room with fewer candidates or a separate room.
4. Question and answer papers must be closed during the rest break; it is a rest break from the exam and NOT a thinking break.
5. Also refer to the attached Memory Aid for Rest Breaks.

Access Arrangement Information

Reader

1. A reader will read the instructions and questions for a candidate. They must only read what the candidate asks them. If the candidate does not ask for anything to be read, the reader cannot prompt them.
2. The Reader must not be the candidate's own subject teacher or head of department.
3. The Reader must not be a relative, friend, or peer.
4. A Roving Invigilator must enter the room periodically to ensure that regulations are being adhered to.
5. If the candidates require their written answer reading to them, it has to be legible. If the Reader cannot read the candidates writing, they will inform the candidate and report it to the Roving Invigilator, when they next enter the room, who will contact the Exams Officer immediately.
6. Readers are not allowed to read symbols; they must point to the symbol.
7. Pronunciation of words – it is possible that a small number of words will be pronounced differently by a human Reader / reading software / pen. The Reader may point to a word as it is being read to help with this. Students should be familiar with subject specific terminology.
8. Where the candidate requires only occasional words or phrases to be read:
 - a. One Reader may be allocated to a maximum of four candidates.
 - b. The candidates will sit in a room together and must raise their hand when reading is needed.
 - c. There will be a separate Invigilator in the room who is not allowed to read.
 - d. Readers must not read the paper to a group of candidates at the same time.
9. Human Readers are not allowed in papers testing reading:
 - a. Language reading & listening papers (except for the English rubric).
 - b. In papers testing reading, i.e. IGCSE English Language.
Instead options are:
 - c. Reading software installed on a laptop, with headphones, which reads text highlighted by the candidate. This equipment is provided by the school and we suggest that students practice with it; contact the Exams Office to arrange this.
 - d. A reading pen, with headphones, where only the occasional word or phrase needs to reading. Reading pens are provided by the school. The candidate must provide headphones. We suggest that students practice with the reading pen which can be signed out / in of Reception. If a candidate wishes to use their own pen in exams, it has to meet exam requirements and handed to the Exams Office at the start of the exam season; it will be returned after the last exam has concluded.
 - e. 50% extra time without a Reader, Reading software or Reading pen.
 - f. In cases where a computer reader / pen is unable to recognise / read an individual word, a Reader may read the particular word to a candidate.
 - g. The SENCO decides what is needed.
10. Also refer to the attached Rules of a Reader and the Memory Aid for a Reader.

Access Arrangement Information

Scribe

1. A Scribe will write a candidate's answers during an exam. They must only write exactly what the candidate says; they cannot change wording or grammar, for example. If the candidate does not ask for anything to be written, the scribe cannot prompt them.
2. The scribe must not be the candidate's own subject teacher or head of department.
3. The Scribe must not be a relative, friend, or peer.
4. A Roving Invigilator must enter the room periodically to ensure that regulations are being adhered to.
5. Where possible a laptop or computer will be used in place of a scribe. A word processor may have:
 - a. The spelling and grammar check facility enabled.
 - b. Predictive text/spelling and grammar check facility enabled.
 - c. However, if used in this way, no marks for spelling, punctuation and/or grammar (SPG) will be awarded unless all spelling, punctuation and/or grammar are dictated by the candidate.
 - d. These arrangements are NOT permitted in ELC, GCSE and GCE modern foreign language specifications.
6. A Scribe is not permitted in modern foreign language papers unless each word is dictated letter by letter. It is essential for the words to be spelled out in such examinations because:
 - a. in **Writing papers** the candidate is marked for the quality of their language which not only covers the range and complexity of the language, but also the accuracy of their language and spelling.
 - b. in **Listening and Reading papers** because marks are awarded for comprehension and sometimes the spelling of a word in a language can indicate a particular tense and this can be of significant importance in the marking process.
7. A Scribe can be used in an examination assessing quality of written communication.
8. If a scribe is used where SPG is being assessed, marks can only be awarded if the candidate can demonstrate that they carried out the skills being assessed. In most cases, the Scribe will carry out spelling, punctuation and/or grammar and so marks will not be awarded to the candidate. For marks to be awarded, and in exceptional circumstances, the candidate must dictate SPG and 50% extra time can be granted.
9. Before the exam begins, the candidate and the Scribe must agree who will carry out SPG. A form **must** be completed with this information and sent to awarding body.
10. A Scribe will not be permitted to perform tasks which are part of the assessment objectives, which might include application of skills in ICT or graphic design.
11. Candidates using a Scribe are normally seated in a room on their own. If the Scribe and candidate are having communication difficulties, this must be reported to the Roving Invigilator when they next enter the room, who will contact the Exams Officer immediately.
12. Also refer to the attached Rules of a Scribe and the Memory Aid for a Scribe.

Access Arrangement Information

Word Processor

1. Where a candidate is granted the use of a word processor, this could be a laptop set up in the main exam room or a PC in a computer room, depending on numbers needing this arrangement in a particular session.
2. A word processor is not normally used in Mathematics or Science exams.
3. A word processor can be used to answer all questions or for part of the paper and the rest hand written.
4. Spelling, grammar and predictive text is disabled.
5. Also refer to the attached Word Processor Information for Candidates.

Prompter

1. A Prompter may be permitted by the SENCo where a candidate has little or no sense of time, or loses concentration easily, or is affected by an obsessive-compulsive disorder which leads them to keep revising a question rather than moving onto other questions.
2. The Prompter will keep the candidate focused on the exam, e.g. the need to answer a question or move onto the next question.
3. The Prompter must not be the candidate's own subject teacher or head of department.
4. The Prompter must not be a relative, friend, or peer.
5. The candidate will agree with the Prompter how they need to be prompted, e.g. a touch on the shoulder, saying their name, giving a time check, tapping the desk.
6. Also refer to the attached Memory Aid for a Prompter.

Alternative Rooming Arrangements, e.g. a room for a smaller group of candidates with similar needs

1. A candidate may only take their exams in a smaller environment away from the main examination room where there is an established difficulty with evidence of need, that is known within school.
2. Alternative rooming arrangements must reflect the candidate's normal and current way of working in internal school tests and mock examinations.
3. Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.

Access Arrangement Information

Coloured Paper / Overlay / Reading Ruler / Tinted Spec

1. Overlays / rulers and tinted glasses have been proven to provide a better experience than coloured paper.
2. If authorised to use, it is the candidate's responsibility to provide overlays / rulers and tinted glasses BUT the Exams Officer may be able to provide a spare overlays / rulers if the candidate has forgotten to bring their own.
3. Tinted specs can be bought cheaply off Amazon. If the candidate plans to use these, they order quickly to give time to practise. Example: - Happyeye tinted glasses for visual stress lenses pink adults coloured overlay alternative Tinted glasses for visual stress is not treatment of dyslexia however it is common if you have dyslexia : Amazon.co.uk: Everything Else
4. The Exams Officer will provide the question paper on coloured paper only if the candidate cannot use an overlay / ruler / tinted glasses BUT may not be able to provide the answer booklet on coloured paper.
5. Please be aware that photocopying onto colour *in some cases* can distort images / photos.

Bi-lingual Dictionary

1. Where an overseas student meets the criteria they will be allowed access to a bi-lingual dictionary which the centre provides.
2. Additionally, for Entry Level, Level 1 and 2 exams, and where criteria is met, a candidate may be granted up to 25% extra time.
3. In subjects where a bi-lingual dictionary is not permitted, extra time is not available.



A Memory Aid for Supervised Rest Breaks

1. Rest breaks needs to be your normal way of working on a daily basis in the classroom, in mocks, in class tests and when doing prep etc.
2. If you require a rest break, the exam must be paused. Therefore, raise your hand so that the invigilator can time the break.
3. You must not have access to the question paper / answer booklet etc during the break. Close your exam paper. This is a rest break and not a thinking break.
4. You must remain under supervision during the break.
5. When you are ready to continue, the new end time will be written on the board or put on your desk.
6. If you need to lay down during the rest break, your exams will take place in the Healthcare Centre. There could be other candidates in this same exam room.
7. If you sit at your desk while taking a rest break, your exams will take place in the main exam hall.

The rules – the use of a reader

- may help a vision impaired candidate retrieve information found in diagrams, graphs, maps and tables so that he/she has access to the same visual information as a sighted candidate. The candidate must make clear what help he/she requires;
- may read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, but when reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 356 in words);
- may decode symbols and unit abbreviations in Maths and Science examinations for candidates who require this arrangement to access the assessment, reflecting the candidate's current and normal way of working within the centre;
- may, if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given;
- may read back, when requested, what the candidate has written without any emphasis on any errors;
- must read accurately;
- must have appropriate subject knowledge in order to act effectively as a reader in Maths and Science examinations, and decode symbols and formulae with accuracy;
- must only read the instructions of the question paper and questions, and must not explain or clarify;
- must only repeat the instructions of the question paper or questions when a candidate indicates a specific need for help;
- must only read the instructions/rubric of a paper testing reading and must not read individual questions or text;
- must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- must not decode any symbols in a Music examination.

A suggested memory aid for a reader can be found at Appendix 1.

Remember

For Entry Level Certificate qualifications where a reader is used, Form 13 must be downloaded from the Centre Admin Portal (CAP). CAP can be accessed via any of the awarding bodies' secure extranet sites.

Form 13 must be placed inside the candidate's script.

Appendix 1

Memory aid for a reader

I am here to read for you in your examination.
You **must** make clear what you want to be read.

I can **only** read the instructions and the questions.

I can repeat instructions, but **only** if you make it clear which instructions you want me to read.

I **can't** tell you which questions to choose.
I **can't** tell you when to move on to the next question.
I **can't** tell you which questions to do first.

I can spell words if you ask me,
but **only** words on the question paper.

I can read back your answer, but **only** if you ask me.

GCSE English Language examinations:

I can read the questions in the writing section of the paper,
but I **can't** read any of the questions in the reading section.

Centres **must** ensure that both invigilators and those acting as a reader are thoroughly trained and familiar with the rules detailed within section 5.5.

It is essential that the candidate is made aware of what a reader can and cannot do in advance of their first examination, e.g. internal school tests or mock exams.

The rules – the use of a scribe

- must type or write accurately, and at a reasonable speed, what the candidate has said;
- must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper;
- must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- must write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- must immediately refer any problems in communication during the examination to the invigilator or examinations officer;
- must not give factual help to the candidate or indicate when the answer is complete;
- must not advise the candidate on which questions to do, when to move on to the next question, or the order in which questions should be answered;
- may, at the candidate's request, read back what has been recorded.

A suggested memory aid for a scribe can be found at Appendix 2.

Remember

Where an application is processed using *Access arrangements online*, e.g. GCSE and GCE qualifications, a pre-populated scribe cover sheet must be printed from the system.

For Entry Level Certificate qualifications, Form 13 must be downloaded from the Centre Admin Portal (CAP). CAP can be accessed via any of the awarding bodies' secure extranet sites.

The cover sheet must:

- indicate whether graphs and diagrams were completed by the candidate or the scribe;
- be signed by the scribe and countersigned by the head of centre or the examinations officer;
- be placed inside the candidate's completed script when handwritten.

Where the candidate's completed script has been typed, please refer to the relevant awarding body's instructions as different processing arrangements apply.

A cover sheet must also be securely attached to any non-examination assessment completed with the aid of a scribe. The work must be sent to the moderator in addition to the sample requested. The cover sheet must be signed by the scribe and countersigned by the head of centre or examinations officer.

Appendix 2

Memory aid for a scribe

I am here to type/write for you in your examination.

I must type/write **exactly** what you say.

I can draw maps, graphs and diagrams,
but I can only draw exactly what you tell me.
I **can't** draw for you in a Design examination.

I can change what I have typed/written, but **only** if you ask me.

If we have problems communicating, I **must** tell the invigilator.

I **can't** give you any help with answers.
I **can't** suggest when an answer is finished.

I **can't** tell you which questions to choose.
I **can't** tell you when to move on to the next question.
I **can't** tell you which questions to do first.

If you are allowed rest breaks, I **can't** type/write in those breaks.

I can read back what I have typed/written, but **only** if you ask me.

Centres **must** ensure that both invigilators and those acting as a scribe are thoroughly trained and familiar with the rules detailed within section 5.7.

It is essential that the candidate is made aware of what a scribe can and cannot do in advance of their first examination, e.g. internal school tests or mock exams.

Word Processor Information

A word processor may be the following:

- A laptop in the main exam room, seated at a desk away from other candidates.
- A word processor in a computer room – this is only in instances where insufficient laptops are available for the number of candidates authorised to use one only.

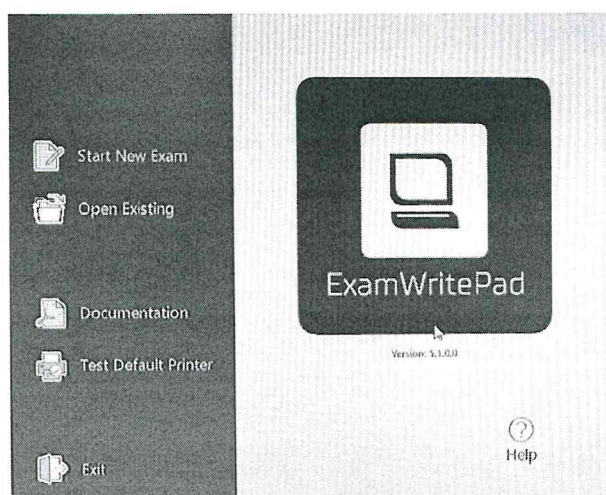
The word processor should be set up and ready for use on entry in the exam room. The software is called ExamWritePad and instructions are below.

Username – **examuser**

Password – **oddT!me58**

Pen drive Password – **WCexam2021**

From this screen, click on Start New Exam.



When the Invigilator instructs you to do so, fill in all the boxes, the following is an example and then click Save and Exit. Also, complete your details on the exam paper.

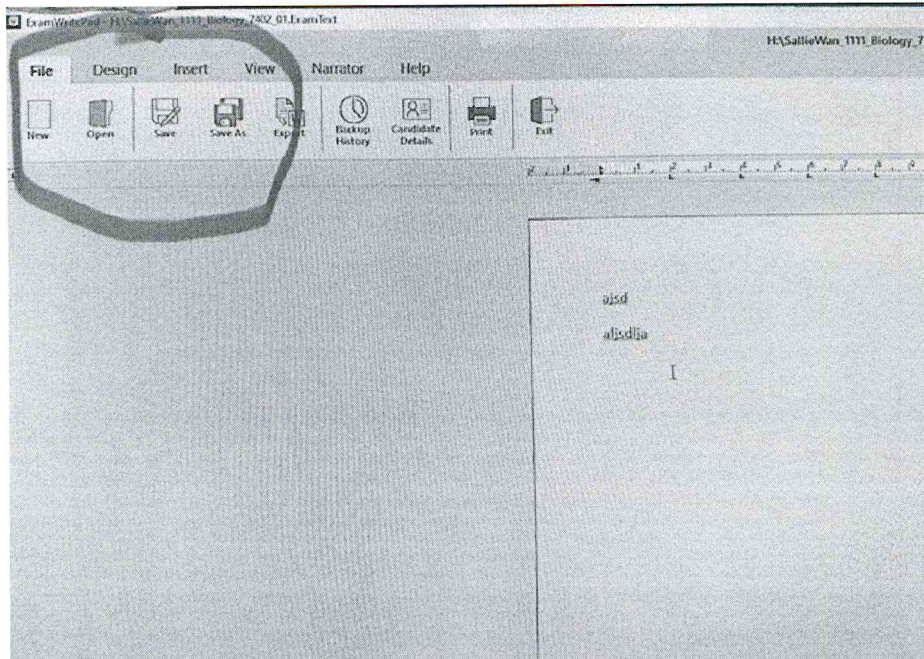
Full Name	<input type="text" value="Sallie Wan"/>
Candidate Number (Max. 4 characters)	<input type="text" value="1111"/>
Centre Name	<input type="text" value="ExamWritePad Test Centre"/>
Centre Number	<input type="text" value="99999"/>
Exam Board	<input type="text" value="AQA"/>
Subject Title	<input type="text" value="Biology"/>
Codes	
Specification / Syllabus / Entry / Qualification	<input type="text" value="7402"/>
Component / Unit / Batch	<input type="text" value="01"/>

Where do I find these codes ?

Please make sure all fields are filled in before printing.
When all fields have been filled in, click Save & Exit to enable printing.
Any errors will be highlighted in RED.

☒ Save & Exit

Make sure that you click File and Save to save your work to the **desktop**. Ensure that the filename includes your full name, subject, and unit codes. Ensure that you save as complete more work using the same filename. Also, hand write you name etc on the front of the exam paper / answer booklet.



You may begin typing your answers when the Invigilator instructs you that the exam has begun. You can type all of your answers or use a combination of type written and hand written using the answer booklet.

External Exams

Before starting you exam, save to the desktop and the pen drive (where one has been provided).

After the Invigilator instructs you that the exam has finished, ensure that you:

1. save your work to the desktop again
2. save to the pen drive again (where one has been provided)
3. close ExamWritePad **saving again** when prompted
4. sign out of the **examuser** login – do NOT shutdown the word processor
5. do NOT leave the exam room
6. wait for the Exams Officer to bring your printed work to you. You may experience a short wait but the following cannot be done at a later time
7. check all your work has printed
8. sign / initial the top of each page
9. place your checked and signed printed work inside the answer booklet, even if you haven't hand written anything inside it.
10. if you haven't already completed your name etc on the answer booklet, do so now.
11. The Invigilator will confirm when you can leave the exam room.

Internal / Mock Exams

After the Invigilator instructs you that the exam has finished, ensure that you save your work again.

During the exam any questions about these instructions should be directed to the Invigilator. Before or after the exam, you can direct questions about these instructions to the Exams Officer.

WARNING:

CANDIDATES MUST NOT ALTER OR ATTEMPT TO ALTER THE SETTING OF THE IT EQUIPMENT PROVIDED NOR THE SETTINGS OF THE COMPUTER PROGRAMS PROVIDED. IF THIS IS EVEN ATTEMPTED, IT IS CONSIDERED MALPRACTICE AND YOU COULD BE DISQUALIFIED.



A Memory Aid for a Prompter

1. Being prompted needs to be your normal way of working on a daily basis in the classroom, in mocks, in class tests and when doing prep etc.
2. The prompter will assist to keep you focused on the need to answer a question and then move on to answering the next question.
3. A prompter is not a practical assistant, a reader or a scribe but the same person may act as such, provided authorisation has been given for any of these arrangements.
4. A prompter:
 - a) may use the following prompts either vocally or written on a flash card such as: 'Jack - focus on the question'; 'Jack - there are 15 minutes left';
 - b) may tap on the desk or on the candidate's arm, depending on what is normal practice, in order to remind the candidate that he or she must pay attention to the question or that it is time for the candidate to move on to the next question;
 - c) may use the candidate's name as an appropriate prompt during the examination in order to bring the candidate's attention back to the question paper, e.g. 'Jack';
 - d) must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
 - e) must not advise the candidate about which questions to do, or about the order in which questions should be answered;
 - f) must not give factual help or offer any suggestions or communicate in any way other than those listed above