

## 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; and this is defined by the Joint Council for Qualifications (JCQ) and Awarding Bodies, i.e. AQA, Cambridge, OCR, Pearson Edexcel and WJEC Eduqas.
2. All arrangements must be the normal way of working (NWOW) within the centre *and* the SENCo must collect evidence of need.
3. The SENCo makes an application to the awarding bodies for the arrangements once the above has been carried out/obtained.
4. The assessment results, evidence of NWOW, evidence of need and the approved application must be presented to external inspectors on an annual basis
5. 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.
6. Students must sign a form confirming their understanding of the regulations regarding their individual arrangements in exams.
7. If an arrangement is not used in exams, it can be removed from use.
8. Invigilators have a seating plan, so they are aware where each candidate is sitting and their arrangements/needs.

### 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.
2. The maximum an overseas student can be granted is 25% and for GCSE/L2 exams or lower only, unless there are other issues and assessments show this.
3. Candidates approved for extra time will take their exams in the main exam hall unless circumstances deem an alternative arrangement to be more suitable.
4. A coloured card is placed on exam desks confirming that amount of extra time allowed. Each amount of extra time has a different colour.
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 must 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 an alternative room with fewer candidates.
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 must not prompt them.
2. The Reader must not be the candidate's own subject teacher, teaching/learning support assistant 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 must 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. A reader 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), then just point.
7. Readers are not allowed to read symbols or unit abbreviations; they must point to the symbol.  
Any exception would be dealt with on an individual basis.
8. Pronunciation of words – it is possible that a small number of words will be pronounced differently by a human Reader / reading 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.
9. 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. Ensure the candidates are sat as per the seating plan, i.e. as far away as possible from each other.
  - d. There will be an Invigilator in the room who is not allowed to read.
  - e. Readers must not read the paper to a group of candidates at the same time.
10. Human Readers are not allowed in papers testing reading, i.e.:
  - a. Modern Foreign Languages reading & listening papers (except for the English rubric).
  - b. In papers testing reading, i.e. IGCSE English Language.
  - c. Instead, options are:
    - i. A reading pen, with headphones which will be provided by the school. Students must practice with the reading pen; this must be signed out / in of Reception. If a candidate wishes to use their own pen in exams, it must 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.
    - ii. 50% extra time without a Reader or Reading pen.
  - d. In cases where a pen is unable to recognise / read an individual word, a Reader may read the particular word to a candidate.
  - e. The SENCo decides what is needed.
11. 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 must not prompt them.
2. The scribe must not be the candidate's own subject teacher, teaching/learning support assistant 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. If used in this way, marks for spelling, punctuation and/or grammar (SPG) will not 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 is not 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 Instructions for Examinations.

### 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, teaching/learning support assistant or head of department.
4. The Prompter must not be a relative, friend, or peer.
5. The Prompter will agree with the candidate, before the exam begins, 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 alternative rooming within the centre.

## Access Arrangement Information

### Coloured Paper / Overlay / Reading Ruler / Tinted Spec

1. Coloured overlays, coloured 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 the overlay, ruler or tinted glasses. The Exams Officer may be able to provide a spare overlay or ruler 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.  
[Happyeye tinted glasses for visual stress irlens 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 or 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 Exams Officer must provide.
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.

# Word Processor Instructions for Examinations

Students are only allowed to use a word processor in examinations if authorised by the SENCo.

A word processor may be the following:

- A laptop in the main exam room, seated 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.

**WARNING:**

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

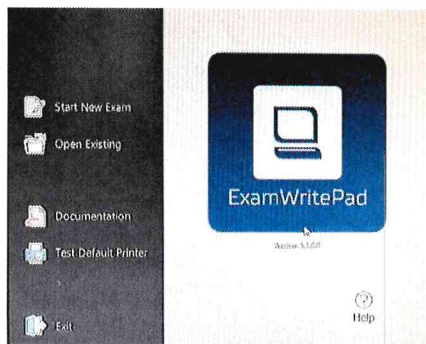
During the exam any questions about these instructions should be directed to the Invigilator. Before or after the exam, you can direct questions about these instructions to the Exams Officer.

The software is called 'ExamWritePad' and the word processor will be set up and ready for use on entry into the exam room. However, login details are below should they be needed:

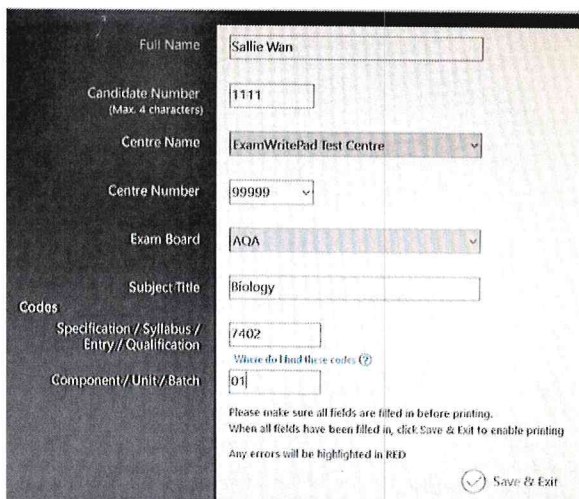
Username	examuser
Password	7-black-Geese
Pen drive Password	WCexam2021

## 1. Completing your Details

1.1. From this screen, click on Start New Exam.



1.2. When the Invigilator instructions you to do so, fill in **all** the boxes, (the following is an example) and then click Save and Exit.



1.3. Also, hand write your name etc. on the exam paper / answer booklet.

## 2. Saving your Work

- 2.1. Click File and Save to save your work to the desktop *and* to the **pen drive** (the file name will auto-generate).
- 2.2. Ensure that you save to both the desktop and to the pen drive as you complete more work.

## 3. When to Start the Exam

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

## 4. When the Exam has Finished

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

- 4.1.1. save your work to the desktop again & to the pen drive *again*
- 4.1.2. close the ExamWritePad document saving *again* when prompted
- 4.1.3. sign out of the **examuser** login – do **NOT** shut down the word processor
- 4.1.4. confirm to the invigilator that you have completed steps 1-4
- 4.1.5. do NOT leave the exam room
- 4.1.6. wait for your printed work to be brought to you; you may experience a short wait
- 4.1.7. check all your work has printed
- 4.1.8. sign / initial each page in the designated area
- 4.1.9. place your checked and signed printed work inside the answer booklet, even if you haven't handwritten anything inside it
- 4.1.10. if you haven't already completed your name etc on the answer booklet, do so now
- 4.1.11. the Invigilator will confirm when you can leave the exam room

### 4.2. If you haven't used the ExamWritePad document:

- 4.2.1. Close the ExamWritePad document saving *again* when prompted (even though you haven't typed anything)
- 4.2.2. sign out of the **examuser** login – do **NOT** shut down the word processor
- 4.2.3. confirm to the invigilator that you have completed steps 1-4
- 4.2.4. the Invigilator will confirm when you can leave the exam room