

# Guidelines for Candidates who are eligible for Access Arrangements during GCSE, GCE, Entry Level & Key Skills Assessments

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, Reasonable Adjustments and Special Consideration* (available online from [www.jcq.org.uk](http://www.jcq.org.uk)).

## Word Processor

If you are entitled to the use of a Word Processor for your exams, you do not have to use the Word Processor for every exam. 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 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:

- Your PC will already be logged in for you by the invigilator. You must not log out of this exam account or try to use any other log on. To do so would constitute malpractice and would have to be reported to the Examining Board and may result in disqualification.
- You cannot type directly onto the exam paper but 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 Word 2013 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 laptop
- You **MUST** make sure that the following is inserted into the page **Header** for all pages:
  - Your name and candidate number
  - Centre number (50601)
  - Centre Name (Backwell School)
  - Date and subject of exam
- **Page Numbering** will automatically be set up for you.
- You must label answers clearly. For example, Q1a or Q2bii
- The printer may be in the exam room and you can then print your work in the normal way but must remain seated at all times, the invigilator will bring your work to you
- Alternatively, you may 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
- Other candidates must not see the screen

Please see the Backwell School Word Processor policy for further information.

# Reader

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

**In the English Language GCSE examinations: a reader can read the questions in the writing section but can't read any of the questions testing reading in the reading section to you. In Modern Foreign Language a reader would not be permitted in components that assess reading as the assessment objectives require the candidate to 'understand the written language'.**

# Examination Reading Pen

If you have been awarded the use of a reading pen this **will not** have an inbuilt dictionary or thesaurus, or a data storage facility and will be **provided by the school**.

An examination reading pen may be used in papers (or sections of papers) testing reading and it may increase the independence of candidates who need a reader for accuracy.

## Extra time up to 25%

Following assessment you may be awarded 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 may be seated in the main hall, or in a room away from the main hall.

For recorded examinations, the recording will be paused and extra time applied as advised by the Board.

**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.

This 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
- You will be working in a room separate from the main hall. There may be other students in the room with you, so please make sure that you do not dictate so loudly that they can overhear you.

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

**SPAG - In some exams marks are available for spelling, punctuation, vocabulary and grammar.**

**You will only have marks awarded for spelling and/or punctuation if you have independently dictated ALL spelling and/or punctuation.** As there are only limited marks available for spelling and punctuation, we would usually advise against this. You will still be awarded marks for vocabulary and grammar as appropriate.

A Scribe will not normally be allowed for a MFL exam as in the **Writing** papers candidates are 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. **It is therefore essential for the EVERY word to be spelled out in such examinations.** If you have a scribe and are taking a language, then please see the Education Support team who will advise the most appropriate option based on your particular circumstances.

## Prompter

If you have been awarded this access arrangement then you may be assisted by a prompter who keeps you 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
- your arm

### 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 may be working in a separate room from the main hall.

## **Supervised Rest Breaks**

If you have been awarded this access arrangement you should be able to ask when you feel that you need to take a break, though if there are other students needing breaks you might have to wait for a member of staff to be available to help you.

In some circumstances 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.

**During the supervised rest break the candidate must not have access to the question paper/answer booklet.**