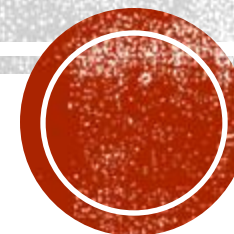


# **UNDERSTANDING ACCESS ARRANGEMENTS**



# WHAT ARE ACCESS ARRANGEMENTS?

- Access Arrangements are additional support given to students with identified needs to support them in their examinations.
- This is your opportunity to tell us if you think you need support.
- It can include the following:
  - Extra-time;
  - Rest breaks;
  - Reader / Computer Reader / Reader Pen;
  - Laptop;
  - Scribe or laptop with spell check enabled;
- Some access arrangements require specific evidence/assessments.



# SUPERVISED REST BREAKS

- Rest breaks allow you to take a short break from the exam and the time that you take is added onto the exam at the end.
- We can provide rest breaks to candidates with a need as long as it is your normal way of working and you usually use rest breaks in assessments or need time-outs in class.
- You cannot read or write anything during a rest break.
- You do not need to be assessed to qualify for rest breaks but this needs to be your **normal way of working** in assessments and we **require medical evidence**.

**We must try this before looking at other support.**



# EXTRA TIME

- Extra-time is usually provided as 25% extra-time which is added to the end of the examination.
- To qualify for extra-time, you **need to be assessed** on either your handwriting speed, processing speed or reading speed.
  - We require **2 below average scores** and we need to provide evidence that we have **extensively trialled rest breaks**.
- We also need to show that extra-time is your **normal way of working**.
- If you qualify for extra-time, you **must** remain in the exam hall until the end of your extra-time, even if you have finished.
- **Extra-time must be applied to all subjects and you cannot just have it for selected subjects.**



# READER / COMPUTER READER / READER PEN

- Some students find it helpful to have written instructions read to them.
- You can use a reader in any subject where reading is not being assessed as a skill:
  - A **human** reader cannot be used in the reading section of the English Language paper (Section A) but if you qualify for a human reader, you may use a reader pen.
  - A reader cannot be used for foreign languages.
- You can only have the questions, or your answers read to you, and you must ask if you would like this.
- You do not need to be assessed to access a reader pen, but this needs to be your **normal way of working**.
- You **must be assessed** to have a human reader or computer reader.



# LAPTOP

- A laptop can be provided if:
  - you have a difficulty which makes it hard to write for extended periods
  - if your handwriting is illegible
  - if your handwriting is slow.
- You do not need to be assessed to use a laptop but this needs to be your **normal way of working**.
- If you want to use a laptop **and** extra-time, you will **need to be assessed** to see if you qualify for extra-time.



# SCRIBE / WORD PROCESSOR WITH SPELL-CHECK ENABLED

- A scribe will write what you ask them to, and they are offered to support students whose written work would not be legible due to spelling difficulties.
- If you use a scribe, you will be asked to spell words and indicate where you would put in punctuation, otherwise you will not be able to get the marks awarded for SPAG.
- If you use a word processor with spell-check enabled, you will not be awarded SPAG marks.
- A scribe / word processor with spell-check enabled must be your **normal way of working** and you **need to be assessed** and have a below average spelling score.



# OTHER ARRANGEMENTS

- As a center, we are able to put other arrangements in place for specific needs. These would be assigned on a case-by-case basis.
- These might include:
  - Colour naming if you are colour blind
  - Access to a medical device (e.g. if you are diabetic)
  - Non-electronic ear defenders
  - Choosing your seat within the main venue

