

Approved Exam Arrangements

Following an assessment for exam access arrangements, you have been approved for one or more arrangements to support you during your upcoming examinations.

Access arrangements are designed to remove barriers that may otherwise prevent you from demonstrating your knowledge and skills in an exam. They are based on your individual needs and must meet the criteria set out by the **Joint Council for Qualifications (JCQ)**.

Using your arrangements

It is important that you understand **what your approved arrangement means, when you can use it and the rules that apply**. The guidance on this page explains each arrangement and what you should expect during your examinations.

Please remember that access arrangements are **individual to you** and are only provided where they have been formally approved. They also need to be used as part of your normal way of working in the classroom where appropriate.

If you are unsure about your approved arrangements or have any questions about how they will work during your exams, please speak to the Exam Access Arrangement Team.

Contact us

If you have any questions or need further clarification, please contact:

Exam Arrangements Team

 LSR@franklin.ac.uk

Extra time- 25%

This means that if your exam usually takes one hour, you will be allowed 1 hour 15 minutes to complete it.

It is important to decide the best way to use the extra time before you go into the exam.

You need to:

- Find out how many questions need to be answered in the time
- Allow plenty of time to read:
 - i. the questions through carefully at the start (many marks are lost when students don't read and understand the questions properly)
 - ii. your answers through at the end of the paper (correcting spelling or grammatical errors)
- Work out how many minutes this leaves you for each question
- When long answers are needed (e.g. essays) take time to plan each answer. You should know what type of plan suits your learning style. If you are not sure, your teacher will help you to find out
- If you feel stressed or panicky, take a few deep breaths to help calm you down

Supervised Rest breaks- up to 25% of the exam time

There are two ways to take rest breaks.

- Stay in the room where you are taking the exam (this might be the main hall or in a separate room). You must close your exam paper during a rest break.
- Go for a short walk with a member of staff. You will not be able to talk about the exam during your break.

You must ask for a rest break when you feel that you need to take a break.

If you have active rest breaks and need to leave the room, you may have to wait for a member of staff to be contacted to come and escort you. It is important that you do not leave the exam room unattended.

It is up to you how you take your rest breaks, and you do not have to take them all in one go. JCQ guidance advises they do not expect students to take a rest break within the first 10 minutes of an exam, unless in exceptional circumstances.

Remember that if you have another exam on the same day you need to allow enough time to take a proper break between both exams and still complete both exams before the end of the day.

The time taken for 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.

Separate invigilation/small room

Separate invigilation refers to a setting where a student is supervised individually by an invigilator in a one-on-one environment. A small room, on the other hand, usually accommodates up to 20 students, providing a classroom setting like what students experience during regular lessons.

Reader/Computer Reader

You may be allowed someone to help with reading the exam paper. Alternatively, if you usually work with a computer reader, you may be allowed to use it in the exam.

The reader might be someone who will read just to you. 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 like
- read back any of your answers

The reader cannot:

- read any of the questions or passages to you in a paper (or sections of a paper) which is testing reading, for example the reading papers in English and Modern Foreign Languages. However, you can use a computer reader or exam reading pen to read the questions and passages in a paper testing reading
- 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
- read symbols (e.g. x or +) or unit abbreviations (e.g. cm or kg). The reader will point to these, but in most cases, they will not be able to read them out to you. Please ask the person who gave you this sheet if you need more information about this.
- 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

Reading aloud/Examination Reading Pen

You may be able to read the paper out loud to yourself to help you to concentrate and understand what is written. If you usually work with a reading pen you may be allowed to use an examination reading pen during your exams.

If you are reading aloud, you will take your exam in a room away from the main hall. There may be other students in the room with you, so please make sure that you do not read so loudly that you disturb them.

If you are using an examination reading pen, you may use earphones and sit in the main hall. The reading pen will read out words that you scan. It doesn't have a dictionary or thesaurus to tell you what words mean.

Scribe/Speech Recognition Technology

You may be able to dictate your answers to someone who will write or type word for word as you dictate to them.

If you are having help with reading too, the same person will read and write for you. You will be working in a room separate from the main hall.

The scribe will:

- write down or type 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 should:

- dictate punctuation in English, English Literature, Geography, History and Religious Studies papers, otherwise you may lose a few marks (you can dictate punctuation in other papers if you want to)
- dictate spellings letter by letter in Modern Foreign Language papers when answering in the foreign language
- consider whether you could write for yourself in Maths exams as it is hard to dictate most answers in Maths

Word Processor

You may be allowed to use a word processor for your exam papers.

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

- You will not be able to use your own laptop or tablet in a written exam. Your school or college will provide you with computer to use in your exams
- You cannot type directly onto the exam paper, but your typed script will be attached to the paper
- You must label answers clearly.
- You should record your candidate number, centre number and the unit code as a header or footer on all pages.
- You will not be allowed access to files on the word processor, or to spreadsheets, graphic or design packages or to the internet
- In most cases you will not have access to a spell check or predictive text software (please ask the person who gave you this sheet if you have any questions about this)
- You must not disturb other candidates
- Other candidates must not see the screen
- Your word processor will be connected to a printer, or you will use a portable storage device to save your work, and a member of staff will print it
- Your script will be printed after the exam; you will be asked to check the printed work after the end of your exam so that you can check that all your work is there and is correct.

Prompter

You may be allowed an adult to prompt you if you lose concentration or need help moving on from a 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”
- “there are x minutes left”
-

showing you:

- a flashcard with the above instructions on (if you would prefer this option, please provide some flash cards to the exams office, at least 2 weeks before your first exam)

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

It is important that you advise how you would like to be prompted before the start of your exam.

Bilingual Dictionary

If English is not your first language you may be allowed to use a Bilingual Dictionary.

It must be a dictionary that has word for word translation of the English word, with no explanation of the meaning of the word. You can only use a paper or electronic dictionary; you cannot use a translator, wordlist or glossary.

The dictionary must be left at school and staff will check to make sure there are no notes or unauthorised information in it. You will be provided with a clean copy for the exam, and you must not take this dictionary out of the exam room with you. You will not be able to use your dictionary in an English exam or in exams that have marks allocated for spelling, punctuation and grammar (SPAG). In most Modern Foreign Language exams dictionaries are not allowed. Check with your MFL teacher whether you can use one in your exam.

Please remember that:

The teachers at your college must make sure that you are not given an unfair advantage over other students by being permitted an access arrangement. The rules are strict, and if you, or a member of staff, are found to be breaking the rules this is malpractice, and you may lose marks in your assessments or examinations.