

A guide to Exam Access arrangements

25% Extra Time

This time can be used by the candidate to plan answers at the start of the exam, to read through the paper, read completed questions etc.

Reader

The candidate must raise their hand to indicate that they wish for something to be read, but do not be shy and worry about disturbing others – the invigilator is there to read for the candidates.

The candidate must make clear what they want to be read but the reader can only read the instructions or questions.

The reader can repeat instructions, but only if the candidate makes it clear which instructions are to be read.

The reader can read back the candidate's answer but only if they ask them to.

The reader cannot tell the candidate what question to choose, which question to do first or when to move on to the next question.

The reader cannot rephrase the question and cannot explain what it means.

NB. GCSE English Language and MFL Reading exams will be a non-human reader (ipad/laptop).

The candidate will not be seated in the main exam hall.

Scribe

The scribe must write/type exactly what the candidate says.

The scribe can draw maps, graphs and diagrams but only exactly what they are told to draw.

The scribe cannot draw in a design/art exam.

The scribe can change what they have written/typed but only if asked to.

The scribe must tell the invigilator if the scribe and candidate are having problems communicating.

The scribe cannot give the candidate any help with answers or suggest when an answer is finished.

The scribe cannot tell the candidate what question to choose, which question to do first or when to move on to the next question.

If the candidate is allowed rest breaks the scribe cannot write during these breaks.

The scribe can read back what they have written/typed but only if asked to.

The candidate will not be seated in the main exam hall. The candidate may not be always have the same scribe.

Rest Breaks

The timing of the examination should be paused and re-started when the candidate is ready to continue.

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

If the candidate needs to leave the examination room, an invigilator must accompany the candidate.

The candidate will not be seated in the main exam hall. The length and frequency of rest breaks should be arranged in advance. Candidate would have access to a maximum of ten minutes per hour as a rest break (as a guide). Candidate needs to request break.

Laptop

Candidates with word processor/laptop EAA will be provided with a laptop with the spelling and grammar check. facility/predictive text disabled (switched off). The candidate will not be seated in the main exam hall.

Prompt

The candidate may be assisted by a prompter who can keep the candidate focused on the need to answer a question and then move on to answering the next question. The candidate will not be seated in the main exam hall.

Coloured paper and overlays

If a candidate uses a coloured overlay, the candidate will need to bring the overlay to the exam

If a candidate uses coloured paper, the exam papers and any appendices will be printed on the relevant colour.

Small Room

The candidate will be seated in a small room (usually a classroom) with other candidates who have the same or similar arrangements.