



Access Arrangements – Introductory Information for candidates

Access Arrangements are ‘reasonable adjustments’ for students who have a disability, a temporary injury or a special educational need **that significantly affects them in exams.**

Access Arrangements might mean that you have support from a member of staff in the exam or a small change might be made – for example the time allowed. Access arrangements

- **do not change** the skills or knowledge being tested
- **must not give an unfair advantage**, but...
- **do give a level playing field** so students can show their knowledge.

There is a “menu” of arrangements on offer - the most common arrangements are:

- **Extra time** – for candidates who read and write slowly
- **Rest Breaks** – a short break from exam to help those with poor concentration, extreme stress or who may need a break for medical reasons.
- **Reading Aloud** – for those who work more effectively if they hear themselves read.
- **Word processor** – Normal way of working in class and exams – will be specifically set up for exams.
- **Readers** – for those who need help with reading
- **Scribe** – for those who have writing difficulties – slow writing pace; weak spelling and grammar; illegible handwriting.
- **Prompters** – for those who lose concentration easily
- **Oral Language Modifier** – Difficulty with comprehension where a supporter is needed to re-phrase the exam questions, but not the technical language
- **Bilingual Dictionary** – for those who have English as an Additional language

You may be able to have one or more of these access arrangements in an exam if that is your normal way of working in your class or on your course. Which arrangement you have depends on **your needs** AND the **type of exam** AND the **current regulations**. This means different arrangements might be allowed for different exams.

Supporters in an exam

If you need someone to give you support in an exam- such as a reader, a scribe or a prompter – remember they cannot be a relative or a friend and they cannot:

- Explain or discuss the question
- Help with your answer or comment on your work
- Tell you when to move on to the next question.

The rules around access arrangements are strict, and if you or a member of staff are found to be breaking them you may lose marks in your assessments. **If you have any questions about access arrangements speak to your teacher.**