

Exam Access Arrangements

25% EXTRA TIME

- If you have been awarded 25% extra time, you are allowed to have up to 25% extra time added onto any internal and external exams and assessments.
- For example, in an exam that takes 1 hour 30 mins, you will be able to have 1 hour 52 minutes instead, adding on an extra 22 minutes.
- However, you are NOT allowed to have the extra time in an exam that has a timed element, such as a music or drama practical/ performance or a food technology practical exam. In most cases, you will also not be able to have extra time in an Art exam unless it is for a specific medical condition and this will be discussed with you.
- Unless you have been given other access arrangements, you will most likely be sat in the main exam hall with everyone else, but you will sit on one row at the side which means that you can remain seated once everyone else has left.

You may have been awarded this access arrangement because:

- ⇒ Your handwriting may be difficult to read so you need extra time to write more carefully and neatly.
- ⇒ You may write slowly which means you can not write as much in the time.
- ⇒ You may need more time to think of your ideas and process what the question means.



TOP TIPS

- You do not need to use any or all of the extra time if you do not need it. If you complete the exam in the normal time and are happy you can do no more, you do not have to stay for the extra time.
- Try practicing with your extra time in lessons and with class assessments. Try using black pen for the main exam time, and then changing colour for the extra time. This can show your teachers what you are capable of in the extra time and is good evidence.

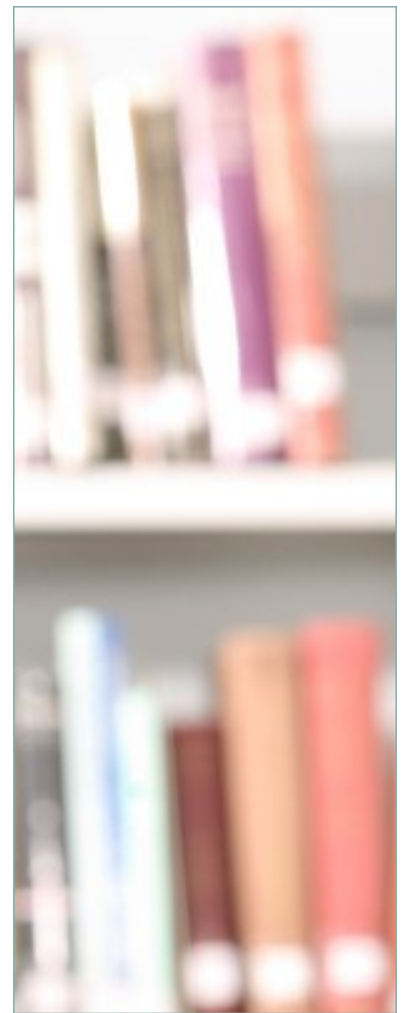
Exam Access Arrangements

WORD PROCESSOR/LAPTOP

- If you have been awarded a laptop, it means that you can type your exam answers onto a laptop and it is saved on a memory stick.
- You may use a laptop in the main exam hall or you may be in a smaller room where others are also using one.
- If you are in the main hall, you will be seated at the back so no one can see your screen and answers.
- You will be given instructions on how to open a document and what information you need to add at the top, such as your name, candidate number and what exam it is.
- There will be NO auto-correct on the laptop or spelling/grammar check, so you will still be expected to check your spelling and grammar and make sure it is all correct, just like you would if you were hand writing.
- You may chose to use a laptop instead of a scribe if you have been awarded one (Where someone writes for you)

You may have been awarded this access arrangement because:

- ⇒ Your handwriting may be difficult to read.
- ⇒ You may write slowly which means you can not write as much in the time and typing makes you quicker.
- ⇒ You will normally use a laptop in lessons or for home learning to complete most of your work.



TOP TIPS

- Practice with a laptop where ever you can so you become confident typing and to make sure your typing speed is good.
- Using a laptop gives you a really good opportunity to go back over your work and make changes, move things around or add new parts in.

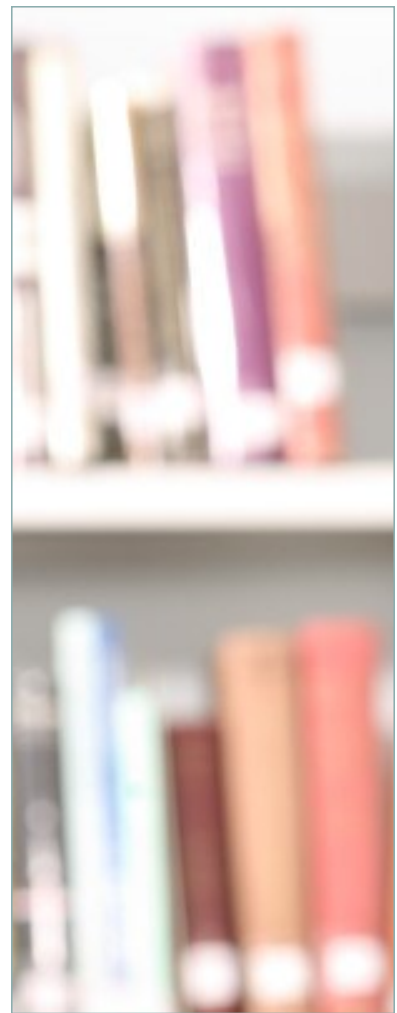
Exam Access Arrangements

SCRIBE

- If you have been awarded a scribe, this means that you can have an adult writing your answers in an exam.
- The scribe can also read back what they have written so you can check it sounds OK and you can then also change things and ask them to cross parts out or add bits in.
- You **MUST** ask for which parts you want written. You should say if you want everything written for you, or whether you would prefer to write some answers for yourself, and maybe ask the scribe to write some of the longer answers for you.
- If you use a scribe, you would lose marks for SPAG (Spelling, punctuation and grammar) as that adult would be doing that for you as they write. This would be only a few marks.
- If you would prefer to not have an adult doing it for you, you could use a laptop with the spelling/grammar check ON and that would help you to check your spellings.
- In most cases, you would not need a scribe for Maths and possibly some of the Science exams. A scribe is usually used because of your handwriting speed or your spelling, which does not affect these subjects as much.

You may have been awarded this access arrangement because:

- ⇒ Your handwriting may be difficult to read
- ⇒ You may write slowly which means you can not write as much in the time.
- ⇒ It is difficult to understand your spellings.



TOP TIPS

- Practice using a scribe where you can. If you have a teaching assistant in the room, or even the class teacher, ask them to write for you sometimes and see how it feels to explain your answers to someone else. You can even practice at home.
- A scribe can not be used in MFL exams where the answers are written in the language, unless you spelt out every word to the person writing for you.



Exam Access Arrangements

SUPERVISED REST BREAKS

- If you have been awarded rest breaks, it means that you will have the opportunity to take breaks in the middle of your exams.
- We usually recommend taking approximately 10 minutes in every hour to take a break, but you may need more or less than this depending on your reasons. We will discuss this with you and decide what is best for you.
- You will sit your exams in a separate room so you are able to take these breaks. This may involve sitting quietly, standing up and stretching or even standing outside the exam room and taking a short walk. The invigilator in the room will need to be with you at all times.
- When you need a rest break, you must put your hand up and ask for one. The invigilator will then turn your paper over and stop the clock. When you are ready to start again, they will turn your paper back and re-start the clock. You will not lose any time on your exam.

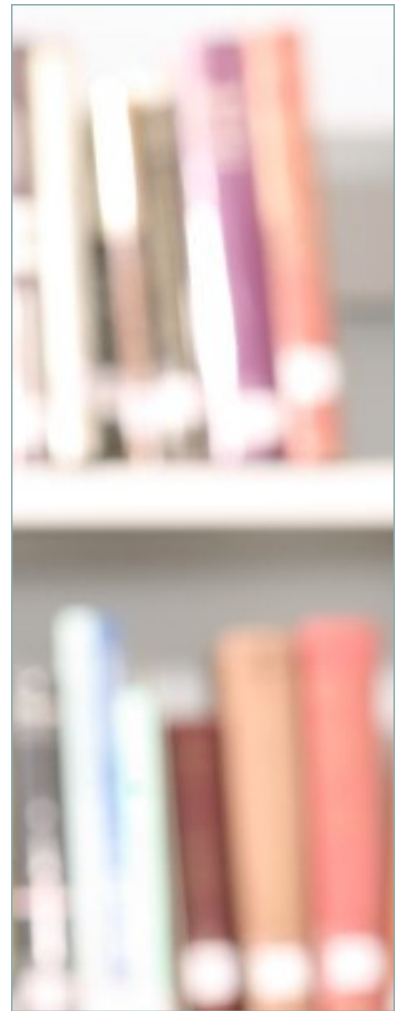
You may have been awarded this access arrangement because:

- ⇒ You have a medical condition that means you need to take breaks or use certain equipment.
- ⇒ You normally take short breaks during the day and in lessons to help with concentration.



TOP TIPS

- Think about what you need to do when you have a rest break - do you feel better if you stand up and move around? Would you just like to place your head down and close your eyes?
- Even though you can not write during a rest break, it doesn't mean you cannot think! You can use the time to calm your mind and think about a tricky question. This may help to stop you from panicking.



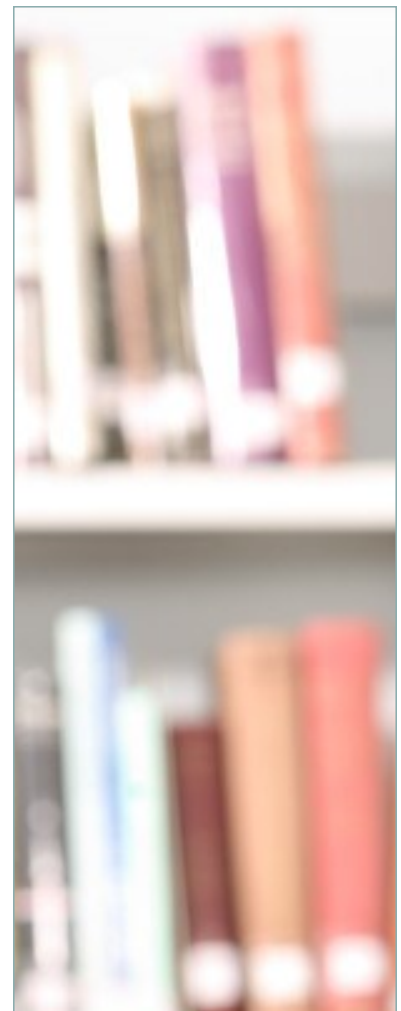
Exam Access Arrangements

HUMAN READER

- If you have been awarded a reader, it may be that you need a human reader which involves an adult sitting with you and reading the exam paper to you. You would be in a small or separate exam room for this.
- You can ask for the whole paper to be read or just parts/single words that you are finding tricky.
- The adult can not explain, change any of the words or simplify it.
- The adult in the room may also help other pupils if they also need some parts reading, but they will do it quietly so it doesn't disturb others.
- The adult can also read back what you have written down which can help you to make sure it makes sense and sounds right.
- However, for the English and Languages Reading exam, you can NOT have a human reader as the exam is testing your reading ability. You could use an electronic reader pen instead for this exam

You may have been awarded this access arrangement because:

- ⇒ Your reading speed is slow.
- ⇒ You can read at a good speed but can sometimes not understand what you have read and need to re-read it a few times.



TOP TIPS

- Practice using a reader where ever you can. If there is a teaching assistant in your class, or even your class teacher, you can ask them to read text out to you.

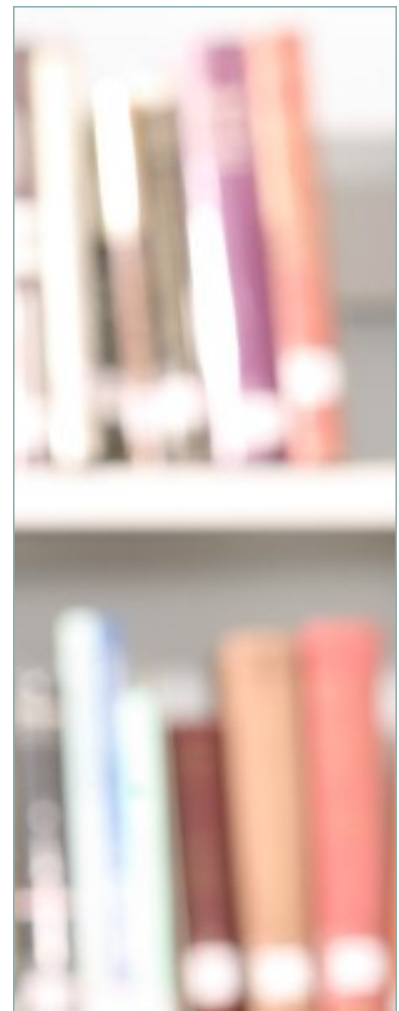
Exam Access Arrangements

READER PEN/COMPUTER READER

- This is a great way to stay independent!
- A reader pen or computer reader can be used with headphones and you can therefore stay in the main exam hall with everyone else.
- A reader pen is a small device that you drag over words and sentences on the exam paper and a voice reads it back to you.
- If using a computer reader, the exam paper would be uploaded onto a laptop and you would highlight words or sentences, and the computer would read it back to you.
- This arrangement is only used if it is your normal way of working within the centre.
- Reading pen/ computer reader will be allowed to read questions or text in a paper (or a section of a paper) testing reading.

You may have been awarded this access arrangement because:

- ⇒ Your reading speed is slow.
- ⇒ You can read at a good speed but can sometimes not understand what you have read and need to re-read it a few times.
- ⇒ You would prefer this to a human reader and to make you more independent.



TOP TIPS

- You would need to practice with the reader pen as you need to be quite accurate in how you drag it over words so it doesn't miss any parts!
- You can practice with a computer reader on most devices now, such as an iPhone and on Word on a computer. Most computers and phones have this built in already or there are Apps that you can download.

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Exam Access Arrangements

SEPARATE ROOM

- If you have been awarded a separate room, it means that you are able to sit your exams in a small room with a few other pupils or in a room on your own.
- We would discuss this with you and find out which is best for you.
- There would be an invigilator in the room with you.

You may have been awarded this access arrangement because:

- ⇒ You have a medical condition that means you need to be in a smaller space.
- ⇒ You normally work in smaller groups or spaces in school.



TOP TIPS

- Think about whether you would be able to be in a small room with a few others, or whether you would need to be on your own.

Exam Access Arrangements

PROMPT

- If you have been awarded a prompt, it means that you may need some support in concentrating in an exam.
- A prompt is where the adult in the room (the invigilator) will help you to concentrate and prompt you to answer a question or move on to the next one if they see that you are not using the time effectively.
- For example, if they see that you are spending too long on a question, they may tell you how much time you have left and prompt you to move on, or if they see that you are day-dreaming, they can say your name and remind you to keep concentrating.

TOP TIPS

- Listen to the prompt in the exam room as they will know how long you have left and whether you are running out of time or not.

You may have been awarded this access arrangement because:

⇒ You struggle with concentrating or using your time effectively.

