



Family Pathway
Enabling Families, Children & Young People

Exam Access Arrangements

What's in it for me?



www.familypathway.co.uk

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What are Access Arrangements?

Access Arrangements are examination allowances awarded by an external assessor or the school Assessor/SENCo/ALEnCo. These allowances can be:

- From 25% up to 50% extra time
- A scribe
- A reader or a reading pen
- Rest breaks
- A prompt
- Access to technology, such as an exam centre laptop
- A coloured overlay to support your reading
- The use of a bilingual dictionary if English is not your first language

Why have I got Access Arrangements?

Access Arrangements are awarded when students have more difficulties in one or several of the following areas:

- When reading long texts (speed of reading, understanding the texts)
- When writing longer answers
- When handwriting is slow and becomes painful after a while
- When concentrating for long periods of time is difficult
- When English is not your mother tongue
- When short-term or long-term disability (such as a broken arm or hearing difficulty)

Access Arrangements are designed to help you achieve your full potential in examinations.

Access Arrangements are not used only during exams. You **should** be allowed and **encouraged** to practice using your Access Arrangements. This should be done in lessons, supported by your teachers, during tests, controlled assessments and in your mock exams.

Here's a tip!

Discuss your feedback from homework , class work and assessments with your teacher to understand how best to maximise on your access arrangements.

Where do I sit my exams?

When you are awarded extra time, you sit your exams in the main exam hall (with the rest of the students taking that exam).

When you are awarded other access arrangements, you should be invited to sit your exams in smaller exam rooms at your school. Your school should write to you and your parents to explain the arrangements and expectations for your exams.



How are readers allowed to support me in exams?

THE READER

Whenever you need a reader, you need to put your hand up.

Readers are available to read to you in your examination. You must make it clear what you want your reader to read.

The reader can only read the instructions and the questions.

The reader can read instructions, but only if you make it clear what instructions you want them to read.

The reader cannot tell you which questions to choose. They cannot tell you when to move onto the next questions, and they also cannot tell you which question to do first.

The reader can spell words if you ask them, but only questions on the question paper.

The reader can also read back your answer to you, but only if you ask them.



How scribes are allowed to support me in exams?

THE SCRIBE

The scribe is available to help you write or type for you in your examination.

The scribe must write or type exactly what you say.

The scribe can draw maps, graphs and diagrams, but they can only draw exactly what you tell them. The scribe cannot draw for you in a Design Technology exam.

The scribe can change what they have written or typed, but only if you ask them.

If you are having difficulty communicating, the scribe will inform the invigilator.

The scribe cannot give you any help with the answers and they also cannot suggest when an answer is finished.

The scribe cannot tell you which questions to choose.

The scribe cannot tell you when to move onto the next question.

The scribe cannot tell you which question to do first.

If you are allowed rest breaks, the scribe is not allowed to write or type during these breaks.

The scribe can read back to you what they have written or typed, but only if you ask them.

How prompts are allowed to support me in exams?

THE PROMPTER

The role of the prompter is to assist you in keeping track of time and keep you focused on the need to answer and then move you onto answering the next question.

The prompter, cannot act as a READER or a SCRIBE, unless you have been awarded such Access Arrangements as well.

The prompter cannot give you any help with the answers.

The prompter cannot tell you which questions to choose.

The prompter cannot tell you which question to do first.

The prompter, is allowed to tap on the desk or on your arm (choose what you prefer, before the exam starts) as a way of reminding you that you must pay attention to the question, or that it is time to move onto the next question.

Need any further support with exam preparation?

Talk to us!

www.FamilyPathway.co.uk

