

EMMANUEL COLLEGE

Access Arrangement Definitions



Adjustment	Definition	Additional Information
Supervised Rest Breaks	Supervised rest breaks are a centre delegated Access Arrangement given when “the candidate has an impairment which has a substantial and long-term adverse effect, giving rise to persistent and significant difficulties” and when it has already been established as the candidate’s “normal way of working within the centre”. When the candidate requires a rest break, they should raise their hand to alert the invigilator, who will stop the timer on their exam and restart it when the candidate has completed their rest break/s, so that they receive the full time allowance for the exam.	Students awarded supervised rest breaks will sit at the far side of the examination room in order that they aren’t too disturbed when other students leave at the end of the exam.
25% Extra Time	25% extra time in exams is a special arrangement provided to students who might struggle to complete their exams within the standard time due to certain conditions. This additional time is aimed at providing a fair and equal opportunity for every student to showcase their understanding and skills.	Students awarded 25% extra time will sit at the far side of the examination room in order that they aren’t too disturbed when other students leave at the end of the exam. There will be a card on the desk indicating how much time will be added to their exam.
Reader	A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate. This may involve reading the whole paper to the candidate or the candidate may request only some words to be read. A reader is granted to students with a specific need. A reader is not allowed to read questions or text in papers (or sections of papers) testing reading. Any interpretation, or understanding of any aspect of the examination paper, is the responsibility of the student.	Candidates with a reader should go to reception before each examination to meet their scribe and be taken to their exam location.
Prompt	A prompt is there to ensure that students don’t get distracted. They can’t provide any help (e.g. reading text aloud, explaining what a word means, etc.), but can remind candidates to move on, to finish the paper, or to advise how much time is left.	Students awarded a prompt will sit at the far side of the examination room in order that they can be carefully monitored by the invigilator.
Word Processor	Centres are allowed to provide a word processor (a laptop) with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate	Students working on laptops will have a larger desk at the back of the examination hall and must ensure that they put their name, candidate number

	where it is their normal way of working within the centre. For example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand. A word processor may also be used for medical reasons, such as hypermobility.	and title of the exam clearly at the top of every page. They should label each question/part of question clearly.
Small Room	Access to the small room facility within the centre is awarded where a candidate has a substantial and long-term impairment. For example, the candidate has a long-term medical condition, a long-term psychological condition or long-term social, emotional and mental health needs.	All candidates should line up in the Quad, then when the year group moves from the Quad to the exam hall, candidates using the small room should make their way there. For the Year 11 Trial Exams, this will be room 26. Candidates should line up outside room 26 and wait for the invigilator to admit them.
Scribe	A scribe in an exam is a person who writes or types out answers for a student who is unable to write or have difficulty recording their ideas by themselves. The scribe can only write down exactly what the candidate asks them to: candidates must tell the scribe when to use punctuation and which punctuation to use, e.g. comma, full stop. If a scribe is drawing a diagram, the candidate must detail how this should be drawn, including the lengths of the lines needed.	All candidates should line up in the Quad, then when the year group moves from the Quad to the exam hall, candidates with a scribe should go to reception to meet their scribe and be taken to their exam location.
Speech-to-Text Recognition Technology	This is an alternative to having a scribe, where the candidate speaks aloud their answers, which are then recorded using the Word Dictation capability on a laptop. Candidates can then check their work and amend it.	All candidates should line up in the Quad, then when the year group moves from the Quad to the exam hall, candidates using speech-to-text recognition technology should go to reception to meet their invigilator and be taken to their exam location.
Reading Pen	Sometimes referred to as a scanning pen or C-Pen, reading pens operate by using OCR (optical character recognition). The user scans the text, and the device converts the text to speech, literally reading back the written words.	When the candidate gets to the location of their exam, their C-Pen will be on the desk, ready for them. Candidates should bring their own earphones, if possible. If the candidate has forgotten these on the day, they should let the Exams Officer know as soon as possible, so that the start of the exam is not delayed.
Specific Seating Position	Some candidates benefit from having a specific seating position in the exam. This will have been discussed with the SEND Department/Examinations Officer prior to the exams.	When the candidate enters the examination hall, they should make their way to the agreed seat, which will be labelled accordingly.
Practical Assistant	The practical assistant will carry out practical tasks at the instruction of the candidate, where the candidate has poor motor co-ordination, severe visual impairment, etc.	All candidates should line up in the Quad, then when the year group moves from the Quad to the exam hall, candidates using a practical assistant should go to reception to meet their practical assistant and be taken to their exam location.

Enlarged/Coloured Exam Scripts	Some candidates require their exams to be enlarged or printed on coloured paper to access them.	The candidate should ensure that they have the correct exam paper at the beginning of each exam and alert the invigilator if they do not.
Use of Coloured Overlay	Some candidates require a coloured overlay so that they can access their exams comfortably.	The candidate should bring the coloured overlay that they usually use into the exam with them. If the candidate forgets their overlay, they should let the Exams Officer know as soon as possible, so that the start of the exam is not delayed.