



**Special Arrangements  
for Examinations and Assessment  
(Pupil Guidance)**

achieve  
shared  
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example  
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faith fully Anglican  
fully Catholic journey  
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Love

Our Mission Statement

Access Arrangements are adjustments that are made for pupils, based on their needs and their normal way of working. These special arrangements ensure that Exam Boards comply with the duty of the Equality Act 2010.

### **Extra Time**

- If you are entitled to extra time for your exams, a fixed time (usually 15 minutes per hour of examination) is added to the length of time you have to complete your exam.
- If you have no other arrangements for your exams, you will usually sit your exams in the main exam hall. Some pupils who have extra time for their exams sit their papers in a separate room.

### **Rest breaks**

- If it is your normal way of working to have rest breaks, you are able to have supervised rest breaks during your exam.
- When you need to have a rest break, you should raise your hand and tell the Invigilator.
- Rest breaks are considered as 'stop the clock' time.
- The Invigilator will note the start of your rest break and your break will then be timed.
- During breaks, you will not be permitted to access either your question paper or answer script.
- Rest breaks can be taken when needed and you will be told the total amount of rest breaks you have for each exam.
- You may stay in the exam room, or may leave the room, if supervised by a member of staff. This can include going to the toilet, taking a drink or snack if recommended, or moving around to relieve physical discomfort.
- You must inform the Invigilator when you are ready to return to your paper. The time taken will be added to your exam end time.
- If you do not need to use any of the break time on the day, you may continue to work through.
- Rest breaks may be approved in addition to extra time and other reasonable adjustments for exams.

## Guidance on the Role of Readers in Examinations

A reader is a responsible adult who reads the instructions of the question paper and the questions to you. This may involve reading the whole paper to you or you may request just some words to be read.

If you have the use of a reader, you will sit your exam in a separate room. The reader will be given a copy of the exam script.

If you ask them, the reader **may**:

- Read all or any part of the examination paper, as many times as you request this (if you want something repeating, you must ask the Invigilator to do this).
- Read back all or any part of your answers.
- Read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, but when reading the number it will also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 3675 in words). The Invigilator will only be able to point to these numbers.
- Give the spelling of a word which appears on the paper, but otherwise spellings will not be given.
- Read just the instructions of a paper that tests reading skills.

The reader **may not**:

- Explain or clarify any of the paper. The reader may only read word for word from the paper or from your answers.
- Prompt you to move onto the next question or help you to choose which question to answer.
- Decode any symbols and unit abbreviations, e.g.  $2^2$  will not be read as two squared, but the function will only be pointed to by the reader. Similarly, if the symbol  $>$  is printed, it will not be read as 'greater than' but will be pointed to by the reader.
- Read individual questions or text in a paper that tests reading skills.

### **IMPORTANT**

Section A of the **GCSE English Language paper** is the reading section and you cannot have reader support for this part of the exam. However, you can have assistance with **Section B**, but it is important that you **remember to ask for assistance** with the writing section of the paper.

## Guidance on the Use of a Scribe in Examinations

A scribe is a responsible adult who, in controlled assessment, coursework and/or in an examination, but not in orals, writes down or word processes your dictated answers to the questions.

If you have the use of a scribe, you will sit your exam in a separate room. The scribe will be given a copy of the exam script.

The scribe **will:**

- Write down answers exactly as you dictate them.
- Read back any of the answers, if you request this.
- Change an answer, if you ask them to write something different.
- Strictly follow your instructions when drawing maps, diagrams and graphs (if required).

The scribe **may not:**

- Explain or clarify any of the paper.
- Prompt you to move onto the next question or help you to choose which question to answer.
- Give factual help to the candidate or indicate when the answer is complete;
- Read any of the exam paper, unless they are working as both a reader and a scribe.
- Continue writing answers once the examination has finished.

You **must:**

- Dictate punctuation in English language papers. In other examinations this is not necessary and punctuation can be completed by the scribe.
- Dictate spelling in foreign language examinations, when answering in the foreign language.

*Note: If you are entitled to rest breaks as well as a scribe, rest breaks will only start once the scribe has finished writing down your answer.*

In subjects where quality of written communication (QWC) is being assessed or where spelling, punctuation and grammar (SPaG) is specifically being assessed, a scribe is allowed.

A scribe is allowed in the written papers of the following GCSE subjects:

- English/English Language (including the Writing section)
- English Literature;
- GCSE Geography;
- History
- Religious Education.

In subjects where separate marks for spelling, punctuation and grammar (SPaG) are being awarded, you will not be credited the marks for spelling and punctuation, but they will be awarded marks for grammar.

### **Use of a Laptop**

When you enter the room, the Invigilator will inform you of which PC to sit at. You will be logged on using a temporary user id and password. Please save your work under “My Documents” using your name, the module code and the date as the name of your document i.e. ‘SMITH JOHN, ACC1001 14 January am’. You should NOT include your name in the heading of your work. Please do not use separate documents for separate questions.

During the examination, regularly save your work under “My Documents”. An auto-save will be set up on the PC (normally every 10 minutes), but it is your responsibility to save your work regularly.

Supplementary paper will be provided for rough working/answer planning, and for any diagram answers required by the examination, unless space is provided on the question paper. Strike through any work that you do not wish to have assessed.

At the end of the examination, the Invigilator will help you save your work, to be printed by the Examinations Officer after the exam.

Do not delete any documents, files or folders. This will be done by the Examinations Officer, once we have ensured that your work has been saved correctly.