

Access Arrangements



For exams 2020/21

Invigilating

Attached are copies of your instructions that must be adhered to when acting as a reader and/or scribe, as a prompt, or supervising candidates using word processors, giving rest breaks and/or extra time and being responsible for candidates with a hearing impairment.

The invigilator/reader/scribe is responsible for meeting the JCQ standards (a full copy of which is available in the examination office).

These include:

- No display work on show that could improve/aid candidate.
- When applicable a whiteboard written up to display centre number, start time, period of exam, extra time awarded to specific candidates, and finish time.
- You may have to write up more than one board depending on number of candidates involved and their access arrangements.
- A clock should be visible.
- You may receive a suggested seating plan, otherwise complete in the normal way, noting extra time used. (if awarded)
- Correct examination signs displayed.
- Box containing equipment should have been provided for the examination room.
- You are required to complete and sign a cover sheet when a candidate has been allocated a scribe, transcript or the use of a word processor. **These must always be completed even if the candidate has not used the scribe.** These sheets are named and will be provided
- **Remind candidates that they are encouraged to use their own equipment.** (Using own calculator is much easier).

Extra Time

All information should be easily visible to the candidate.

Candidates can be awarded different percentages of extra time please check information printed out by ***

Centre NO	Candidate Name	
	Start	9.15
	Exam Time	1.00
	Extra Exam Time 25%	0.15
	End	10.30

Rest Breaks

If a candidate has been awarded **rest breaks** these must also be noted. The timing of the examination should be stopped, and re-started when the candidate is ready to continue. The examination paper should be removed from their sight and returned to the candidate when they are ready to continue. Note the additional time on the board. The only limitation on rest breaks is that the exam has to be completed within the am or pm period allowing the examination manager time to send papers off.

Centre NO	Candidate Name	
	Start	9.15
	Exam Time	1.00
	Extra Exam Time	0.15
	End	10.30
	Rest breaks	0.06 0.03
	End Time (revised)	10.39

Once you are satisfied that your exam room conforms to standards and your white boards are written up, you must read to the candidate(s) **the “Instruction for candidates”**.

When asked to be a reader

- If the candidate is entitled to a reader they must request that you read each question. If the candidate does not request that you read, sit silently and do not prompt.
- You must read accurately.
- When asked, read each question slowly and clearly **without** emphasising words.
- Do not prompt candidate to move on to the next question or encourage candidate
- Point to each word as you read it including words on diagrams/pictures/graphs and tables, but don't identify them as a chart etc.
- You can read numbers ie 252 can be read as two hundred and fifty two. An exception would be when the question is asking for a number to be written in words.
- **DO NOT** explain or reword questions.
- **DO NOT** decode symbols if the symbol is printed, for example, > should not be read as 'greater than' but simply pointed at by the reader.
- **DO NOT** suggest that the candidate should move on to the next question.
- You may read the answer back, if requested.
- Only give spelling if the word already appears on the paper
- A reader can also be a scribe.
- **If it is an English READING exam, reading is NOT permitted. Nor for MFL.**

When asked to be a Scribe.

- **YOU MUST** write down exactly what the candidate has said.
- When scribing **candidates must** point to a diagram to indicate where the labels should go.
- You must never advise candidates which questions to answer or when to move on.
- At their request you may read back written answers.
- A scribe may also act as a reader.

At the end of the exam or completing controlled assessment/coursework you must complete and sign the cover sheet provided. This is then attached to the examination paper to be signed by the examination manager.

Being a prompter during an exam

A prompter is not a reader, a scribe or a practical assistant but the same person may act as such, as long as permission has been given for any or all of these arrangements.

- Agree with the candidate prior to the exam the most suitable way to prompt i.e tap on book or arm.
- **Must Not** advise the candidate or give any factual help or communicate in any way other than that which has been agreed earlier. i.e tap candidate's book.

Invigilating the use of a word processor. (laptop)

- Ensure that the laptop is connected to mains electricity / fully charged
 - A memory stick will be provided for the sole use of saving candidates completed work. Work can then be printed in the examination office. Candidates should be given the opportunity to view the printed work.
- Remind candidates to save their work to their own personal area on the network
 - you can then save it to the USB drive using the memory stick
- Ensure other candidates are not disturbed and cannot read the screen.
- The laptops will be provided by the examinations manager and have had spell check etc removed.
- Complete the cover sheet provided at the end of the examination.

Supporting candidates with a Hearing Impairment.

Sit candidate(s) at the front of the room make sure he/she has heard everything crucial.

Instructions for candidates with a prompter

Remember, most candidates with exam access arrangements will normally have had a prompter during previous exams and will have had relevant training during modular tests, whereas medical candidates may have no prior experience of this support.

Prior to the exam the following instructions must be read to the candidate.

- You are allowed to have a prompt
- We need to agree a prompt that you are comfortable with. I will either tap the desk, your book, or your arm. Which would you prefer?
- If I think your attention has drifted I will 'tap the desk' etc.

Remember

- You must not talk to me
- I will not advise you to move on to another question

Instructions for candidates with supervised rest breaks

Remember, most candidates with exam access arrangements will normally have had used rest breaks during previous exams and will have had relevant training during modular tests, whereas medical candidates may have no prior experience of this support.

Prior to the exam the following instructions must be read to the candidate.

- You are allowed to have rest breaks
- If you require a rest break put your arm up to attract my attention.
- I will time your break and add the time on to the end time of your exam, you will not lose out!
- I will remove all your exam papers during your rest break.
- You are allowed to put your head on the desk or adjust your sitting behaviour as long as you do not interfere with others sitting the exam.
- When you are ready to continue, signal me and I will return your exam papers and restart the time.
- Good luck

Instructions for candidates with extra time.

Remember, most candidates with exam access arrangements will normally have had extra time during previous exams and will have had relevant training during modular tests, whereas medical candidates may have no prior experience of this support.

Prior to the exam the following instructions must be read to the candidate.

- You are allowed to have extra time
- I have written your time up on the board
- The extra time allows you to take your time and read all questions carefully.
- If you have time at the end of the exam READ THROUGH THE QUESTIONS AND YOUR ANSWERS AGAIN..... IF IT'S NOT GOOD ENOUGH ADD KEY WORDS OR REWRITE YOUR ANSWER.

Remember

- I cannot read any words or explain any of the questions

Instructions for candidates using a reader

Remember most candidates with exam access arrangements will normally have had a reader during previous exams and will have had relevant training during modular tests, whereas medical candidates may have no prior experience of this support.

Prior to the exam the following instructions must be read to the candidate.

- You are allowed to have a reader
- **You are encouraged to use your own equipment.** Using your own calculator is much easier.
- Ask for the complete question to be read first and highlight any relevant keywords and phrases using a pen, pencil etc.
- Then you must ask for **each part** of the question to be **read again**
- Ask me to read the next question when you are ready.
- Point and ask me to read any words on diagrams, graphs and tables.
- You can ask me to spell a word if it appears on the paper.
- You can ask me to read back a written answer.

- **If you have time ask me to read the paper again and answer any missed out questions.**

Remember

- I won't remind you to ask me to read, and will sit silently unless you ask me to read.
- I will not explain or clarify any instructions
- I will not read maths symbols (+ - x) I will just point at the symbol and refer to it as 'symbol'. You have to understand what the symbol means.
- If the question asks you to write 252 in words I will point to the number only.

Instructions for candidates using a scribe

Remember most candidates with exam access arrangements will normally have had a scribe during previous exams and will have had relevant training during modular tests, whereas medical candidates may have no prior experience of this support.

Prior to the exam the following instructions must be read to the candidate.

- You are allowed to have a scribe
- You must not dictate/speak too fast
- Ask me to read back your answer, **if it's not good enough add some key words or re-word it.**
- You can ask me to draw or add to maps, diagrams and graphs unless you are taking a design paper.
- You may scribe/write some of the answers yourself but this may lose you points if the examiner cannot read it.

Remember

- I will not give you any advice or comment on your answer.
- I will not encourage you to move on to the next question.

Instructions for candidates using a word processor

Remember, most candidates with exam access arrangements will normally use a word processor during previous exams and will have had relevant training during modular tests, whereas medical candidates may have no prior experience of this support.

Prior to the exam the following instructions must be read to the candidate.

- You are allowed to use a word processor
- Remember your laptop has had predictive text/automatic spell check and thesaurus removed.
- Access to the internet is not permitted and blocked. Unless permitted circumstances such as an IT exam for a specific time.
- You must always start the exam by putting your name at the top of the paper and your candidate number.
- You should save your work as you go along.
- At the end of the exam you must not close down the word processor/laptop until your paper has either been printed off or copied to a memory stick.
- You will be asked to verify your work before it is sent off