

Guidelines for Candidates who are eligible for Access Arrangements during GCSE, GCE, Entry Level and Functional Skills Assessments

This information sheet is for students who are allowed access arrangements in General and Vocational Qualifications. Here are some guidelines which will help you to use your access arrangement.

- **Bilingual Dictionary**, for candidates who have English as an Additional Language

It must be a dictionary that has word for word translation of the English word, with no explanation of the meaning of the word. You can only use a paper or electronic dictionary; you cannot use a translator, wordlist or glossary.

The dictionary must be left at school and staff will check to make sure there are no notes or unauthorised information in it. You will not be able to use your dictionary in an English exam. In most Modern Foreign Language exams dictionaries are not allowed. Check with your MFL teacher whether you can use one in your exam.

If you came to the UK less than 2 years ago you *may* be allowed up to 25% extra time to use the dictionary. Please ask the member of staff who gave you this sheet if this applies to you.

Please remember:

The teachers at your school or college must make sure that you are not given an unfair advantage over other students by being allowed an access arrangement. The rules are strict, and if you or a member of staff are found to be breaking the rules you may lose marks in your assessments.

If you have any questions about access arrangements, you should discuss them with the member of staff who gave you this sheet.