

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.

- **Extra time**, for candidates who work very slowly

If you work slowly you may be allowed 25% extra time. This means that if your exam usually takes one hour, you will be allowed 1 hour 15 minutes to complete it. You may be in the main hall, or in a room away from the main hall.

It is important to decide the best way to use the extra time before you go into the exam. You need to:

- Find out how many questions need to be answered in the time
- Allow plenty of time to read:
 - i. the questions through carefully at the start (many marks are lost when students don't read and understand the questions properly)
 - ii. your answers through at the end of the paper (correcting spelling or grammatical errors)
- Work out how many minutes this leaves you for each question
- When long answers are needed (e.g. essays) take time to plan each answer. You should know what type of plan suits your learning style. If you are not sure your teacher will help you to find out
- If you feel stressed or panicky, take a few deep breaths to help calm you down

Please remember that 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.

