

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.

- **Readers/Computer Readers**, for candidates who cannot read by themselves

You may be allowed someone to help with reading the exam paper. Alternatively, if you usually work with a computer reader you may be allowed to use it in the exam.

Some arrangements involve someone helping you – for example a reader. This may be a person who often helps you in class. Remember that both you and the person who helps you have a different job in an exam – for example:

Your helper:

- can only help in certain ways
- can't give you clues like they do in lessons
- can't give you examples like they do in lessons
- can't tell you if your answers are right or wrong
- can't check your work to see if you have understood

You:

- can't walk around or go to the toilet
- can't use the computer to look things up
- have to leave your bag outside. You can only take what you need for the exam (such as a pen and pencil). No books or mobile phone
- must be quiet and put your hand up if you need help
- may need to stay in the room until everyone has finished

Here are some guidelines which will help you to use your access arrangement.

The reader might be someone who will read just to you, or you might share a reader with other students, asking for help with reading when you need it. You will be working in a room separate from the main hall.

You can ask the reader to:

- read all or part of the examination paper, as many times as you like
- read back any of your answers

The reader cannot:

- read any of the questions or passages to you in a paper (or sections of a paper) which is testing reading, for example the reading papers in English and Modern Foreign Languages. However, you can use a computer reader to read the questions and passages in a paper testing reading
- explain or clarify any of the paper, they can only read word for word from the paper, and will only re-read if you ask them to
- help you to choose which questions to do
- tell you when to move on to the next question, or in what order to do the questions
- read or explain symbols and abbreviations (e.g. 5^2 , >), they can only point to them

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.