

## **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.*

**Scribes/Voice Recognition Technology**, for **very** poor or slow writers who cannot write by themselves (or **Word processors** with spell check ON) - *you may be able to dictate your answers to someone who will write or type word for word as you dictate to them.*

Some arrangements involve someone helping you – for example a scribe. 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

You will be working in a room separate from the main hall. There may be other students in the room with you, so please make sure that you do not dictate so loudly that they can overhear you.

The scribe will:

- write down or type answers exactly as you dictate them
- read back any of your answers if you ask them to
- change an answer if you ask them to write down something different
- strictly follow your instructions when drawing maps, diagrams and graphs (if possible it is best if you can draw maps diagrams and graphs yourself – ask a member of staff for advice)

The scribe cannot:

- explain or clarify any of the paper
- 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 any of the exam paper to you unless you are also allowed a reader

You should:

- dictate punctuation in English, English Literature, Geography, History and Religious Studies papers. Otherwise you may lose a few marks (you can dictate punctuation in other papers if you want to)
- dictate spellings letter by letter in Modern Foreign Language papers when answering in the foreign language
- consider whether you should write for yourself in Maths exams as it is hard to dictate most answers in Maths

If you are having help with reading too, the same person will read and write for you.

**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.