

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.

- **Word processors**, for candidates who use a WP or alpha smart in class

There are a few things to remember about using a word processor:

- You cannot type directly onto the exam paper but your typed script will be attached to the paper
- You must label answers clearly. You might like to note under each question on the paper where the answer can be found
- You should record your name, candidate number, centre number and the unit code as a header or footer on all pages
- You will not be allowed access to files on your word processor, or to spreadsheets, graphic or design packages or to the internet
- The following applications will need to be disabled; thesaurus, grammar check, calculators
- In most cases you will not have access to a spell check or predictive text software (please ask the person who gave you this sheet if you have any questions about this)
- You must not disturb other candidates
- Other candidates must not see the screen
- Your word processor will be connected to a printer or you will use a portable storage device to save your work and a member of staff will print it
- Your script will be printed after the exam; you will be able to watch it being printed so that you can confirm that it is your work

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.