

STUDENTS with ACCESS ARRANGEMENTS

Mrs Botcher – Exams Officer (office in Beechurst near to room B4)

Mrs Atkinson – Access Arrangement Co-ordinator (based in Hub, ask Mrs Murfitt or Mrs Trubshaw)

With the numbers of students who are entitled to special arrangements often exceeding 40 in each year group, managing these arrangements is a considerable task. Every effort is made to ensure each and every student receives the help they have been allocated.

READERS

Students will be accommodated in smaller rooms like the Foyer or BM2. A 'reader' will either be allocated to you personally, or sometimes a 'reader' will be shared amongst a small number of students.

A 'Reader' can ...

- Read the instructions and questions on the paper to you, but cannot explain anything.
- Read the whole of the paper to you or just a few words or sentences.
- Read back what you have written, if you ask.
- Spell words, but ONLY those on the question paper.

SCRIBES

Students will be accommodated in smaller rooms like the Foyer or BM2. A 'scribe' will sit next to the student and will write for the student. If the student feels they wish to write something themselves, then they may do so.

A 'Scribe' can

- Write down what you dictate to them.
- Read back what has been written if you ask.
- Draw maps/graphs/diagrams, but can only draw exactly what you tell them (it is best if you draw these for yourself).
- Change what they have written for you, if you ask.

A 'Scribe' cannot ...

- Help you with the answers.
- Suggest when an answer is finished.
- Tell you which questions to choose.
- Tell you when to move onto the next question.
- Tell you which questions to do first.
- Read the question for you unless you also qualify for a reader.

EXTRA TIME

Normally 25% extra time is added onto the exam. When the invigilator announces that the exam has ended, students will be asked to change to a different coloured pen (provided by us) and they can continue to write. They may use as much or as little of their extra time allowance as they wish. The invigilator will indicate when the full time has been used. This is to allow us to monitor the use of extra time.

Sometimes when students have longer exams, using all the extra time allowance may mean that they have missed break. They need not worry as they will be given extra time to make up for this and should always make sure they have time to eat, drink, etc before returning to their next lesson. Students should not finish their exam early because they don't want to miss break.

PROMPT

A 'prompt' will keep the student on track by whichever means is applicable to the student. They may tap the desk or say the student's name.

READ ALOUD

Students will be seated with scribes/readers as they may read aloud to themselves during the exam.

MEDICAL REST BREAK

Medical rests breaks are in place for all sorts of reasons and can be taken in different ways depending on the circumstances. Some students like to just rest their heads on the desk for a few minutes, some like flex their fingers, some prefer to leave the room for a few minutes. Any of these options are perfectly fine, however, the invigilator must be informed before the start of the medical rest break.

Students who require the use of a mobile phone/device for medical reasons will place this device on an exam desk either adjacent to or in front of them for the duration of their exam. The desk will be used for the mobile device and any other items

they may need access to during the exam. The student must put up their hand and inform an invigilator if they wish to have access to the mobile device and must be supervised by the invigilator while using it.

The exam time will be suspended whilst a medical rest break is taken and will then continue when the break is over. Students will be informed of their new end time by the invigilator.

READING PENS

Reading pens will be placed on desks and should be left at the end of the exam. Students should bring in their own headphones for hygiene reasons, but if they forget they should ask an invigilator as these can be provided.

BILINGUAL DICTIONARIES

These will be placed on desks and should be left at the end of the exam. They are not allowed in English Language exams or Modern Foreign Language exams testing one of the languages of the dictionary or similar. They are also not allowed, due to the assessment of spelling, punctuation and grammar in English Literature, Geography, History and Religious Studies exams.

WORD PROCESSORS

A laptop will be set up ready for the student. An instruction card will be placed on the keyboard which students should follow. Work must be saved regularly throughout the exam to the USB stick which will be provided.

COLOURED OVERLAYS

Students should provide their own coloured overlays.

WET WEATHER – INTERNAL EXAMS

If the weather is too wet to line up then students go directly to their exam venues. It is important that exam card students go to the correct venue. If they are not sure where they should be sitting (e-mails will be sent to form tutors on inclement days) then they should go to the canopy outside Beechurst Gym and be directed from there.

GCSE EXAMS

The process is very similar to the internal exams. Students **MUST** ask at the beginning of the exam if they have not been provided with the correct equipment.

SPEAK UP

Whilst every effort is made to ensure that exams run smoothly, mistakes can be made so it is important that students do speak up at the beginning of the exam if they think something is wrong.

GENERAL INFORMATION

Please do contact either Mrs Botcher or Mrs Atkinson (see top of first page), and we will be happy to answer any questions.

Reviewed and updated: May 2025