



## HELPFUL HINTS FOR USING ACCESS ARRANGEMENTS



These arrangements usually reflect the way you normally work in class and allow you to do your very best in exams and for controlled assessments.

Some arrangements involve someone helping you - for example a reader, scribe or prompter. This may be the person who normally helps you in class but remember that both you and this person have different jobs to do in an exam -for example:

Your helper:

- can only help you in certain ways
- can't give you clues or examples like they do in lessons
- can't tell you if your answers are 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
- Can only take in what you need for the exam. No books or mobile phones.
- Must be quiet and put up your hand if you need help
- Will need to stay in the room until you are told to go

Depending on what arrangement you have you will either be in a smaller room with a few other students or in the hall with a lot of students. It is important that the arrangement designed to help you does not disturb other students.

Please remember that school 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.

Please use the following information to help you do your best; and ask a member of staff if you have any questions.

**THE FOLLOWING SHEETS EXPLAIN THE MAIN TYPES OF ACCESS ARRANGEMENTS:**



## 25% EXTRA TIME



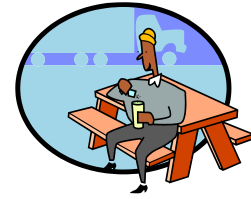
Because you work slower and / or need more reading time, you are allowed 25% Extra Time. This means that if your exam usually takes 1 hour you will be allowed 1 hour 15 minutes to complete it. You will be in smaller room or in the main hall.

It is important to decide on the best way to use this extra time before you start the exam. It may help to:

- Find out how many questions you need to answer in the time and work out how many minutes you have for each question:
  - Give yourself 10 minutes to carefully read all the questions through first (many marks are lost when students don't read and understand the questions properly)
  - Add another 10 minutes to check it all at the end (correcting spelling or grammatical errors)
  - Take this 20 minutes off the total time; divide the remaining time by the number of questions, to work out how much time you have for each question
    - Eg. 1 hour 15m = 75 m
    - $75 - 20 = 55$  m
    - 55 divided by 5 questions = 11m for each question
  - Write the time you need to be doing each question on spare paper, so you can always know which question you should be on and don't run out of time
- Use the extra time to write out some key information that you are likely to need eg. times tables; formulae; words; concepts
- Use it to use your bi-lingual dictionary if you are eligible
- Look back over your answer at the end of each question rather than leave it all to the end
- If you feel stressed or panicky, take a few deep breaths to help calm you down.
- When long answers are needed (eg. essays) take time to plan each answer. You should know which type of plan suits your learning style. If you are not sure your subject teacher will help you find you (or see Planning Ideas). Planning time is VITAL. It helps to present and remember the information in a clear way that maintains an order.
- If you start to fall behind your time plan, go into note form or leave space to come back to it.



## SUPERVISED REST BREAKS



Rest breaks can help if you find it hard to concentrate or get very tired or stressed.

You are NOT allowed to talk about the exam during your break.

There are 2 main ways in which you can use these breaks:

- Stay in the room where you taking the exam
  - Tell an adult and they will time how long you take for a break
- Go outside the room with an adult and go for a short walk / stretch your legs.
  - The adult will time how long you are outside

You should be able to take a break when you need but it will depend on a member of staff being available to take you out. You may have to wait. Carry on working until the adult is with you.

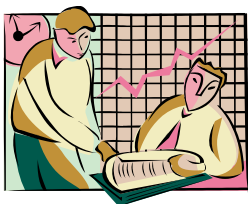
Remember that if you have another exam on the same day you will need time to have a good break in between and still fit both exams in - do not take more breaks than you really need.

The time you take for your break(s) will be added onto the time you have for your exam eg. you take 1 break of 5m and another 7m, then 12m is added onto the end time. You won't get more time, but you won't waste any either.

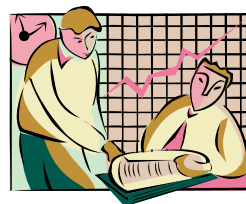
Things you may want to do in your break:

- Have drink of water
- Eat a banana if you are allowed
- Stretch your body a little - rotate your shoulders, neck and ankles; arch your back and breathe deeply. Be careful not to disturb others
- Think of something positive to help yourself relax.





## A READER



The reader is an adult who will help you read the exam paper.

The reader may be someone who will read just to you, or you might share a reader with other students, asking for help 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 that is testing reading eg. the reading papers in English and Modern Languages
- Explain or clarify any of the paper or questions - they can only read words for word from the paper and will only re-read if you ask them to.
- Help 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 eg.  $5^2$  > - they can only point to them.





## A SCRIBE

You are able to dictate your answers to someone who will write or type for word as you dictate to them.

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

You will not be working in the main hall. There will be other students in the room with you, so please make sure that you do not disturb them by speaking so loudly that they can hear you.

The scribe will:

- Write down to type answers exactly as you dictate them
- Read back any of your answers if you ask them
- 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 your teacher for advice on this)

The scribe cannot:

- Explain or clarify any of the paper
- Help you choose which questions to do
- Tell you when to move onto the next question
- Read any of the exam paper to you unless you have a reader or it work you already dictated.

You should:

- Dictate punctuation in English papers otherwise you may lose marks (you can dictate punctuation in other papers too)
- Dictate spelling 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 answers in Maths.



## WORD PROCESSOR



You are allowed to use a word processor in your exams and for your course work.

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

- A word processor is not suitable for every exam eg. maths and some science may not be appropriate - check with your teacher.
- You cannot type directly onto the exam paper but your work will be printed off and attached to the paper.
- You must label each answer very clearly eg. Q1a. You may like to note under each question on the paper where the answer can be found eg. 2<sup>nd</sup> page.
- You should record your name, candidate number and centre number as a header or footer on each page. This information will be given to everyone sitting the exam.
- You will NOT be allowed access to files on your word processor, or to spreadsheets, graphic or design packages, voice activated software or to the internet
- These applications will be disabled - thesaurus, grammar check, calculators.
- You will not have access to a spell check or predictive text software (unless you are told otherwise)
- You must not disturb other students.
- Other students must not see the screen.
- Your word processor will be connected to a printer or portable storage device to save your work so a member of staff can print it off.
- Your script will be printed off after the exam; you will be able to watch it being printed so that you can confirm that it is your work.





## PROMPTER



You are allowed to have an adult to prompt you if you lose concentration. This may be the invigilator.

They will help you to keep focused on the exam by:

Tapping:

- The table
- Your arm

Saying:

- Your name
- "focus on the question"
- "there are x minutes left"

Showing you:

- A flashcard with the above instruction

The prompter can NOT:

- Speak to you, except to say your name or one of the above instructions
- Advise you on which question to choose
- Tell you in which order to do the questions



## COLOURED OVERLAYS



You are allowed to use your coloured overlay in all your exams.

Please remember to take your own overlay with you.

The invigilator may not have another that you can use.

