

Exam Access Arrangements (EAA) are adjustments made in exams/assessments for students who have a difficulty which prevents them from accessing examination content and/or demonstrating their knowledge. Access arrangements **MUST** be your normal way of working and if you do not use your EAA they may be removed.

Your teachers will be asked to confirm your normal way of working every academic year, so they may change.

This is a list of the most common access arrangements.

## **EXTRA TIME:** You **do not** lose marks for having extra time

- You will receive extra time for your exams (normally 25%).
- You will be told when the exam has formally finished, and your extra time has started.
- You do not have to use your extra time (although the arrangement may be removed if you don't use it).

## **READER (1:1 or group):** You **do not** lose marks for having reading support

**1:1 reader** – for students with significant reading difficulties.

**Group reader** (1 reader for up to 4 students) – for students with mild reading difficulties.

- A reader can read all the exam paper to you (except sections assessing your reading ability, e.g. English Language source texts and questions in the reading section).
- You must tell the reader what you want them to read.
- You can ask for your answers to be read back to you.
- You can ask for things to be repeated.

## **READING PEN:** You **do not** lose marks for using a reading pen

- A reading pen is an electronic pen that can read printed text back to you.
- You will be given a reading pen to use in your exams.
- You will need to have been using a reading pen in your lessons.
- You will need to wear headphones to listen to the pen (you will need to bring your own).
- You can use the reading pen in **all** exams, including the sections assessing your reading ability.

## **COMPUTER READER:** You **do not** lose marks for using a computer reader

- You will have a pdf of the exam paper to use a computer reader.
- You must have attended a DCG training session on using a computer reader.
- A computer reader can be used for all parts of English Language exams (unlike a human reader)
- You will need to wear headphones to listen to the computer (you will need to bring your own).

**NOTE:** Some exams are not compatible with computer readers.

## **SMALLER GROUP ROOM**

- Having exam access arrangements does not guarantee you will not be in the main exam hall.
- Some students may be permitted to sit their exams in a smaller room (approx. 10 -20 students) - this arrangement needs to be supported with evidence (the exam boards do not accept GP letters)

## SEPARATE ROOM

- Some students may be permitted to sit their exams in a separate room - this is a very exceptional arrangement and must be supported by evidence (the exam boards do not accept GP letters).
- Having a separate room at school, or in previous exams, will not automatically enable you to have your own room at DCG.

**SCRIBE:** You **may lose** marks if you use a scribe for a question that is assessing your spelling, punctuation, and grammar (SPaG).

You can choose to:

- (a) spell every word, and do your own punctuation (will **not lose any** SPaG marks)
- (b) ask the scribe to spell, but do your own punctuation (**lose 1/3** SPaG marks)
- (c) ask the scribe to spell and punctuate (will **lose 2/3** SPaG marks)
- You may wish to write parts of your answers yourself; this is perfectly ok.
- A scribe can only speak to you about your work if they did not hear your answer or you are speaking too quickly.
- A scribe can read back your answer if you ask them to.

**WORD PROCESSOR:** You **do not** lose marks for using a word processor (no spell check)  
You **will lose** marks for using a word processor with spell check (**if SPaG marks are awarded**)

- If you use a word processor instead of a scribe, you may have the option to have the spell check on; this will mean you lose SPaG marks.
- In exams you will use ExamWritePad (similar to Word).
- Your work must be double spaced and at least 12pt.
- You must ensure the question number you are answering is clearly stated.
- When the exam is finished you must stay whilst your work is printed out and sign each sheet.
- You will not have access to any other programs, e.g. Internet.

## PROMPTER

- Students entitled to prompters will have pre-agreed prompts – you must let the invigilator know what these are at the start of each exam.
- Prompts may be a tap on the desk to refocus; advising of time used or remaining.

## REST BREAKS

- You must raise your hand and tell the invigilator you wish to take either a movement or pen down break.
- During a movement break you may leave the exam room, but you will be escorted at all times.
- You are not allowed access to your exam paper during a rest break - it must be closed.
- You must not communicate with any other students during a rest break.
- You are entitled to a maximum of 10mins for every hour (unless there are exceptional circumstances).
- You must tell the invigilator when you are finishing your rest break.
- The invigilator will note down the time you start and finish your rest break and the time will be added on to the end.