

Adjustments for candidates with disabilities and learning difficulties

Access Arrangements and Reasonable Adjustments

This document covers the following qualifications:

AQA Applied General qualifications,
AQA Level 2 Certificate in Further Maths,
AQA Level 3 Certificate in Mathematical Studies,
BTEC Firsts, BTEC Nationals, BTEC Tech Awards, BTEC Level 2 Technicals,
Cambridge Advanced Nationals, Cambridge Technicals, Cambridge Nationals,
City & Guilds Level 2 and Level 3 Technical qualifications,
ELC, Essential Skills, FSMQ, Functional Skills, GCE, GCSE,
NCFE V-Cert Level 1/2 Technical Awards, NCFE CACHE Level 1/2 Technical Awards,
NCFE CACHE Level 3 Applied General Awards, Certificates, Diplomas and Extended Diplomas,
NCFE CACHE Level 3 Technical Diplomas and Technical Extended Diplomas,
NCFE Level 3 Alternative Academic Qualifications, OCR Level 3 Certificates,
T Levels,
Welsh Baccalaureate Qualification (WBQ),
WJEC Level 1 and Level 2 General qualifications,
WJEC Level 1 and Level 2 Vocational qualifications,
WJEC Level 1 and Level 2 Vocational Awards (Technical Awards),
WJEC Level 3 Applied Certificates, Diplomas and Extended Diplomas (including Alternative Academic Qualifications)

1 September 2025 to 31 August 2026

For the attention of SENCOs, assessors and senior leaders within schools and colleges.

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Appendix 2

Memory aid for a scribe

I am here to type/write for you in your exam.

I must type/write **exactly** what you say.

I can draw maps, graphs and diagrams, but I can only draw **exactly** what you tell me.
I **can't** draw for you in a Design examination.

I can change what I have typed/written, but **only** if you ask me.

If we have problems communicating, I **must** tell the invigilator.

I **can't** give you any help with answers.
I **can't** suggest when an answer is finished.

I **can't** tell you which questions to choose.
I **can't** tell you when to move on to the next question.
I **can't** tell you which questions to do first.

If you are allowed rest breaks, I **can't** type/write in those breaks.

I can read back what I have typed/written, but **only** if you ask me.

Centres **must** ensure that both invigilators and those acting as a scribe are thoroughly trained and familiar with the rules detailed within [section 5.7](#).

The candidate **must** be made aware of what a scribe can and cannot do in advance of their first examination, e.g. internal school/college tests or mock exams.