

## **ACCESS ARRANGEMENTS FAQs**

### **Your questions about access arrangements answered:**

#### **Is the evidence I have supplied enough?**

Once we have received your application, we will email requesting the relevant evidence according to your needs. This can vary between candidates.

#### **Is a GP letter sufficient?**

The regulations state that Specialist evidence must be supported by a letter from a registered specialist or hospital consultant (**not a GP**).

#### **Why do I need to sit a mock exam?**

The examination board needs evidence of your Access Arrangements being used; we therefore need a mock exam to show the Access Arrangements in use. Because we are not a school, we do not have historical information and data on the needs of the candidate.

#### **What is a Form 8 Assessment?**

A Form 8 assessment is an assessment completed by our qualified specialist that shows which areas a candidate is having the most difficulties in and what access arrangements are needed, it should reflect the candidate's normal way of working.

The assessment will assess various areas of the candidate's working ability, such as reading accuracy and speed, writing speed, spelling, comprehension, and processing speed.

#### **When will I hear?**

The examination boards have their deadlines published on their websites. We set our own internal deadlines prior to the examination boards so that we have enough time to review the evidence and process an application. This process is essential in ensuring that your application meets the criteria of the awarding body. Please wait for us to email you with the outcome of the examination board.

#### **I have diabetes. Can I bring my phone into the exam to monitor my blood sugar?**

The regulations state that your phone must be kept in Airplane mode on the invigilator's desk. You can ask to be supervised whilst you check your app. You are allowed to bring in a glucose drink in a clear label less plastic bottle. You can also bring in glucose tablets in silent clear packaging. You must submit an access arrangements application before the deadline so we can put this into place for you.

#### **Can I bring snacks or sweets into the exam?**

No, sorry.

The regulations state that only water in a clear label less bottle is allowed into the exam room.

#### **Can I bring my reader pen if it is my normal way of working?**

We must collect evidence of need before we approve this. Your pen must have no Bluetooth connectivity and no spelling or grammar-checking functions. A C-Pen is the recommended one for exams.

### **Do we have to pay for Access Arrangements?**

No.

We do not charge for:

- Applying for access arrangements
- Processing Form 8 or equivalent evidence
- Supervised rest breaks
- Extra time
- Coloured overlays
- Reader pens

If specialist assessment is required and the candidate does not already have appropriate evidence, an assessment **fee** may apply.

Certain optional examination delivery services (such as home invigilation or exclusive room booking requested for personal preference) may incur a charge. These charges relate to the operational delivery of the examination session and not to the granting of a reasonable adjustment.

If you believe you require a reasonable adjustment, please contact the Centre so that we can advise you appropriately.

### **Can I have my own room?**

We reserve own rooms for those candidates with well documented evidence of needing a reader/scribe.

### **Can I have Home Invigilation?**

We reserve Home Invigilation for those candidates with a complex medical condition and well documented evidence of being unable to leave the house. We understand that anxiety can be debilitating, however, we do not have the resources to facilitate Home Invigilation for candidates other than those with a complex medical need.

**Please note:** Home Invigilation is a limited resource and is offered on a first-come, first-served basis. We strongly recommend that you apply as early as possible to help us accommodate your needs effectively and ensure a smooth process.

### **Can I have a laptop?**

We have a limited resource of laptops. These are allocated on a first-come, first-served basis to candidates with well-documented evidence of need. The regulations state a laptop cannot be offered on the basis that it is a candidate's preferred way of working, i.e. if you are an online learner or a home-educated candidate.

Candidates must be prepared to sit written exam papers.

### **Can I listen to music in my exam?**

Sorry, no. The regulations do not permit this. Only ear defenders are allowed in the exam if they are approved via the access arrangement process. No headphones or ear buds are allowed.

### **Am I allowed an assistance pet in my exam(s)?**

Unfortunately, assistance dogs or pets are not something that we have the facilities to accommodate in any of our Centre.