



Quick guide to Access Arrangements in Examinations

Access arrangements in exams are designed to enable you to complete the examinations without disadvantage. You may be awarded one or more of the following arrangements.

Extra time – this is awarded based on assessment. If you have been awarded extra time you should continue to work when the end of the exam is announced for other students. You can continue to work for up to the maximum duration of your extra time which will be displayed either on the whiteboard or on a card on your desk. If you do not want to use some or all of your extra time you will need to sign a waiver for that examination.

Rest breaks – If you have been awarded rest breaks you will have a green card on your desk. Invigilators are not allowed to offer rest breaks; you must let them know that you would like to take one. You can do this by either raising your hand or raising / prominently displaying the green card on your desk. The rest break will be timed and you will be allowed to continue working for the duration of the rest break at the end of the exam, if you wish.

Prompt – if you have been awarded a prompt the invigilator will prompt you if you appear to have disengaged with the examination, or at points specifically agreed prior to the exams.

Reader (human) – if you have been allocated a human reader you may ask them to read from the question paper or from your answer. There are specific sections of some papers that readers are not allowed to read – this will be explained to you at the start of the exam if this is the case.

Reader (reading pen) – if you have been allocated a reading pen you may use it to read any part of any question paper to you. Reader pens cannot read handwritten answers. You should make sure you know how to use the reading pen prior the exams – if you aren't sure of anything or haven't used one before please come and see us in the exams office or in learning support.

Scribe – if you have been allocated a scribe for examinations you may dictate answers to them and they can handwrite or type the answers for you. Dictating to a scribe takes practice, please contact Learning Support if you are not sure how to use this access arrangement.

Word processor – if you have been allocated a word processor you may type all, or part of, your answers on a PC / laptop during exams using a program without spellcheck, e.g. WordPad. When you have finished the exam you will need to come to the exams office to print and sign your work. Some students (those with a scribe for example) may be allowed to use programs with spellcheckers, this will be communicated to you if this is the case.

Bilingual dictionary – for EAL students you may be offered a bilingual dictionary for exams. This is an exam approved dictionary that will be placed on your desk at the start of the exam, for you to refer to should you need it. The dictionary should be left in the exam room at the end of the exam.