

# How to use your Access Arrangements in Exams

Access Arrangements are adjustments that can be made for students in exams that give them the same chance as every other student to do well in their exams.

This is a set of frequently asked questions to help you best use the Access Arrangements you have been given.

The Access Arrangements covered in this leaflet are:

- Extra Time
- Word Processor
- Supervised Rest Breaks
- Prompter
- Reader
- Scribe

These are the main Access Arrangements that are most frequently given to students. There are many other Access Arrangements that are given to fewer students with more specific requirements. If you have any questions about these, or anything else to do with Access Arrangements, please see Mr Willis or Mrs Mukherjee.

You are **strongly encouraged** to use your Access Arrangements. They have been awarded to you to give you the same opportunity to succeed as every other student in the country. There is nothing to feel bad or ashamed about being given Access Arrangements - they are there to help you. **Please use them and do your very best!**

# Extra Time

## Do I have to use the extra time?



If you are **absolutely sure** that you have finished the exam at the end of regular time, you may leave the exam room with everyone else.

However, you have been awarded extra time to help you do as well as possible in the exams, so we would **strongly encourage** you to use some or all of it.

## What happens if I don't use my extra time?

If you don't use your extra time, we might have to think about why you aren't using it and whether you actually need it. **Remember – use it or lose it!**

## What should I do in the extra time?

You might need the extra time to finish all of the questions in the exam or you might use it to check all of your answers. It is **entirely up to you!**

## Do I have to stay until the end of the extra time?

If, during the extra time period, you are **totally certain** that you have finished the exam, you may leave the room before the end of extra time.

It would be better to stay in the exam until the end of the extra time so that you definitely don't disturb anyone else, and you could use the time to check your answers.

## How will I know when my extra time is nearly finished?

The exam invigilator will tell all students when there are 5 minutes of the exam left. If you stay right to the end of your extra time, they will also give you a 5-minute warning before the end of the extra time.

## What should I do when I am ready to leave?

When you have used all of the extra time you need—whether you have used **all** of it, **some** of it or **none** of it, you are free to leave the exam. You **must** put your hand up to let the invigilator know that you have finished—they **must collect your exam paper before you leave.**

As you leave the exam room, you must complete and sign the *Extra Time Declaration* form that will be on a desk near the room’s exit.



### Extra Time Declaration

If you have been awarded extra time for your exams, please complete this form as you leave the exam room.

- Next to your name, put a circle around the amount of extra time you used for your exam – either **None**, **Some** or **All**.
- Sign in the Signature box to confirm your extra time use.

Day	Date	Session	Exam room
Monday	3 December 2024	AM	Hall
Awarding Body	Paper Code	Paper Title	
AQA	ENGL11	English Literature	
Candidate Name	Candidate Number	Extra Time Used	Candidate Signature
John Adams	2514	None / Some / All	
Caroline Bond	2515	None / Some / All	
Greg Chalmers	2521	None / Some / All	
Henry Darling	2525	None / Some / All	
Holly Friend	2528	None / Some / All	
Charlotte Hollings	2537	None / Some / All	
Robert Lloyd	2544	None / Some / All	
Millicent Richards	2561	None / Some / All	
George Richards	2563	None / Some / All	
Richard Staples	2564	None / Some / All	
Trevor Timmings	2568	None / Some / All	
		None / Some / All	
		None / Some / All	
		None / Some / All	
		None / Some / All	

On the line with your name, put a circle round **None**, **Some** or **All** to show how much of your extra time you used.

Then sign your name in the adjacent box to confirm how much extra time you used and that you left the exam when you were ready.

Remember that you **must remain seated** until the invigilator has **collected your exam paper** - they will tell you when you may leave. You must leave the room **silently** so that you don’t disturb other students still working.

### Do I get extra time for practical subjects – Art, Hospitality & Catering, Performing Arts, PE?

Extra time is not allowed where timing of the activity is part of what is being assessed, such as a musical performance or sport. For other practical subjects such as art and cookery, you would generally not have extra time, but this would depend on why you were awarded extra time.

# Word Processor

## Do I have to use the word processor?

**NO!**

There will always be a word processor available for you but you do not have to use it. Depending on the room you are in for your exam, you may be given a laptop or desktop computer.

If you already know that you don't want to use a word processor for any exam, please talk to Mr Willis.

## Do I have to answer all questions on the word processor?

**NO!**

You can answer all of the questions in the word processor or you can do a mixture of writing some answers and typing others.

## Are there any exams when I shouldn't use the word processor?

**NO!**

You may use the word processor in whichever exams you like. You are free to use it in some exams but not others.

*However...*

Our **Maths teachers' advice** is that you **do not** use a word processor for Maths exams.



This is because typing numbers and mathematical symbols is not always easy and can take longer than writing them.

**You are therefore advised not to use a word processor for Maths exams.**

## What should I do if the word processor stops working?

If anything goes wrong with the word processor or the laptop it is running on, **put your hand up** and tell the invigilator **without delay**. They will call for the Exams Officer who will come and try to sort the issue out.

All of your work will be backed up so you won't lose any of it, and you will still receive the full time for the exam.

## How do I get started with the word processor?

When you get to your exam desk, you will be logged into the computer. You may have to enter the following details:

The screenshot shows a dark-themed form titled 'Edit Examination Details' with the subtitle 'Verify the candidate and exam details below for the document header.' The form is divided into two columns. The left column contains fields for 'CANDIDATE NAME\*', 'CANDIDATE NUMBER', and 'CENTRE NUMBER', along with a toggle for 'Add candidate signature line to header'. The right column contains fields for 'EXAM BOARD', 'SUBJECT', and 'PAPER CODE\*'. At the bottom are 'Cancel' and 'Save Details' buttons. Five callout boxes with green arrows point to specific fields: 'Your full name' points to the candidate name field; 'Your candidate number (a 4-digit number starting with 26 or 27 that will be on your laminated desk card)' points to the candidate number field; 'UWS's Centre Number, 48205' points to the centre number field; 'The exam board (AQA, EDUQAS, Pearson, WJEC or Internal)' points to the exam board dropdown; and 'The Paper code, found on the exam paper and shown on the room's display screen' points to the paper code field. A sixth callout box on the right, 'The subject, e.g. English Literature, French, Geography', points to the subject field.

**Your full name**

**Your candidate number**  
(a 4-digit number starting with 26 or 27 that will be on your laminated desk card)

**UWS's Centre Number, 48205**

**The exam board (AQA, EDUQAS, Pearson, WJEC or Internal)**

**The subject, e.g. English Literature, French, Geography**

**The Paper code, found on the exam paper and shown on the room's display screen**

Click on 'Submit' when you have filled everything in - you will then be ready to start.

If you are unsure about what to put in any of the boxes, please ask a member of staff.

## Using the Exams Word Processor

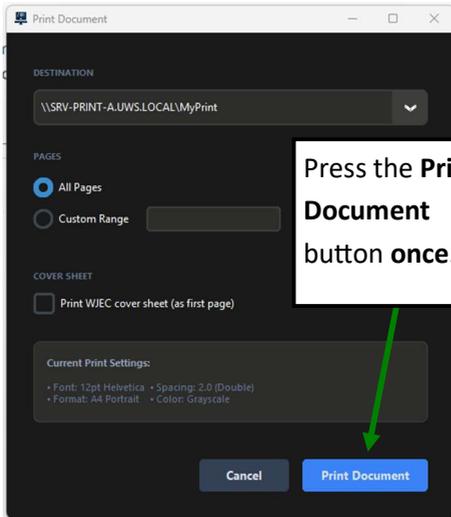
The exams word processor, *Access by Examscreen* is a basic word processor that offers the following functionality:



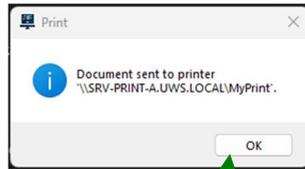
**Saves your work** (in addition to the automatic save every two minutes and the back up every five minutes).



**Prints your work** - pressing this button opens a 'Print Document' dialogue box:



When your work has been sent to the printer, a confirmation message will be displayed:



Press the **Print Document** button once.

Press **OK**.

**OP**

**Enters 'Question answered in the exam booklet' on your page** (useful if you answer a question in the exam paper).



**Inserts a Table in the document**, you have to select the number of Rows and Columns.



**Enters 'Focus mode'** in which the toolbars and menus are hidden.



**Changes the font your work is displayed in**, choosing from Arial, Calibri, Comic Sans MS, Segoe UI, Verdana.

**B**

**Makes highlighted text bold**

**/**

**Makes highlighted text italic**

**U**

**Underlines highlighted text**

**~~S~~**

**Strikes out highlighted text**



**Changes the size of the text** (using the slider)

**à Σ**

**Opens a window to insert special characters for languages and sciences.**

## **Important!!!**

**Always** make sure that the numbers of the questions you are answering are clear and well laid out.

### **What should I do when I have finished?**

At the end of the exam (or if you finish before the end of extra time), you will be instructed to send your answers to print – see above for instructions.

An exam invigilator or Mr Willis will bring the printout to you at your desk. It might take a few minutes—please be patient!

You will need to sign it to confirm that it is your work.

Once you have signed it and they have collected it, the invigilator will tell you when you can leave the exam room.

# Supervised Rest Breaks

## What are supervised rest breaks?

- Being able to have a short break from the exam.
- You might have been awarded breaks for several reasons including having a medical condition, having sensory or physical needs, cognition and learning needs or SEMH needs.

TIME OUT



## What will happen if I ask for a break?

1. Put your hand up attract the invigilator's attention - when they come over, ask for a break.
2. You will be allowed a **short** break away from the exam room. The Exams Officer or another invigilator will be called and they will take you out of the room for your break.
3. In general, breaks should be limited to no **more than 10 minutes** and you should aim to have no more than **one break** in an exam. Breaks will not be permitted in the first 15 minutes of an exam.
4. You can choose to have a wander outside or sit in the Exams Office for your break - whatever is best for you.
5. During your break you will not be allowed to look at your exam paper. When you have a break, the timing of the exam will stop. It will be re-started when you are ready to start the exam again.



**Remember: supervised rest breaks are to give you a break from the exam.**

**They are not to give you 'thinking time'!**

# Prompter

A prompter is there to help you keep focussed on your exam.

## How can a prompter help me?



They could say your name to bring your attention back to the question paper.



They could tap on the desk to remind you to pay attention to the question or tell you to move on to the next question.



They could remind you how much time you have left before the exam ends.

## What can't the prompter do?

### A prompter can't:

- Help with any answers.
- Suggest when you have finished an answer.
- Tell you which questions to do first or which ones you should chose.
- Spell or read any words in the exam paper to you.

## What do I need to do?

Before the exam starts, Mr Willis will ask you which of the three prompts you prefer – saying your name, a tap on the desk or saying how much time is left. This will be recorded in the invigilator's information so they can prompt you in the best way for you.

# Reader

There are two types of reader: human and computer. If you have been awarded a reader for exams, you may choose whether you use a computer reader, a human reader or both!

## How can a reader help me?

### A human reader can:

- Read instructions and questions on the exam paper **but not in the reading section of English Language exams** or the **reading paper of Modern Foreign Language exams** (French, Spanish etc). This is because these test reading ability.



**Note:** a computer reader can be used in English Language and MFL exams.

- Repeat instructions and questions **but** only if you ask them to.
- Spell words if you ask, **but** only words that are on the exam paper.
- Read your answers back to you, **but** only if you ask them to.
- Read numbers in words (356 = three hundred and fifty-six) **unless** the question is asking you to write the number in words.
- Read what symbols say in Maths and Science exams **but** not what they mean ( $\text{CO}_2$  = 'C' 'O' '2';  $4^2$  = 'Four squared';  $\leq$  = 'less than or equal to').

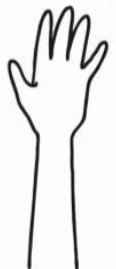
### A reader can't:



- Read anything for you without you asking them to.
- Tell you which question to answer.
- Tell you when to move on to the next question.
- Tell you which question to read first.

## How should I use a human reader?

1. Put your hand up to attract a reader's attention.
2. When they come over to you, ask them to read what you need, making sure you explain it clearly. It is helpful to point to the words or question you need reading.



## How do I use a computer reader?

If you have been awarded a reader, you will be provided with a computer and some headphones. The *Access by Examscreen* software can read both text from the exam paper (that will be opened for you on the computer) and - if you type your answers into the word processor – your work.

It is the same process for both:

- Put the headphones on.
- Highlight the text you want reading:

Text the student has typed:

I have **typed this text and would like it to be** read

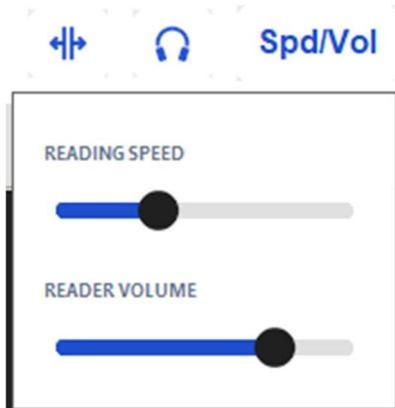
Text highlighted from a PDF document:

### How to Use Access by Examscreen

- Press the headphones icon:



- You can speed up or slow down the reading, or change its volume by clicking on Spd/Vol and using the sliders:



# Scribes

When students are awarded scribes, there are three 'types' of scribe that they may have. We work with students to determine which of the three 'types' is best for each student:

## **Type 1: 'Enhanced' Word Processor**

Students work on a word processor which has the spell check, grammar check and predictive text functions enabled. They sit their exams in a smaller room with other students who use word processors.

## **Type 2: Speech Recognition Technology**

Our *Access by Examscreen* software has speech recognition software that translates a student's answers spoken into a microphone into the word processor. Students who use speech recognition technology are required to sit in a separate office with an invigilator for exams so that their speaking does not disturb or help other students.

## **Type 3: Human Scribe**

Students work with an individual invigilator who writes down their answers as they are dictated. They are required to sit exams in a separate office with an invigilator so that their speaking does not disturb or help other students.

## **Please note:**

Having a scribe for exams is not an easy option and is only awarded where there are very particular needs and all other avenues have been explored.

Working with a scribe requires a lot of practise and there are downsides such as students not being able to access marks awarded in some exams for Spelling, Punctuation and Grammar (SPaG).

Many rules and regulations set by the exam boards govern the awarding and use of scribes, and as such, working with a scribe is generally an exception at Upper Wharfedale School. Each student with appropriate needs is considered on a case-by-case basis and the requirements of this access arrangement are explained in full as necessary.