|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Arrangement** | **Apply using AAO** | **Not apply** | **Evidence needed** | **Other information** |
| 5.1  Supervised rest breaks |  | ✓ | ‘Normal way of working within the centre’ |  |
| 5.2  Extra time up to 25% | ✓ |  | Specialist assessor or other evidence in ‘unusual cases’.  ‘normal way of working within the centre’ |  |
| 5.3  Extra time up to 50% | ✓ |  | ‘Exceptional circumstances’.  See page 28 - 29. |  |
| 5.4  Extra time over 50% | ✓ but will be rejected. |  | List on page 30. | Evidence to be sent to the Awarding Body |
| 5.5  Computer reader / reader | ✓ |  | Specialist assessor or other evidence.  ‘Normal way of working’. | No live reader in English / Lang.  Can order pdf versions of exams or apply for early opening to scan papers. |
| 5.6  Read aloud |  | ✓ | Teaching staff recommendation. ‘normal way of working’. | Includes the use of a reading pen. |
| 5.7  Scribe / voice activated software | ✓ |  | Specialist assessor or other evidence. ‘normal way of working’. | Dictate MFL letter by letter. |
| 5.8  Word processor |  | ✓ | ‘normal way of working’.  See JCQ *Instructions for the Conduct of Examinations* | Spell and grammar checker switched off. Can word process some answers and hand write others. |
| **Arrangement** | **Apply using AAO** | **Not apply** | **Evidence needed** | **Other information** |
| 5.9  Transcript |  | ✓ | See JCQ *Instructions for the Conduct of Examinations* | For temporary injury or in subjects where WP is inappropriate. |
| 5.10  Prompter |  | ✓ | See JCQ *Instructions for the Conduct of Examinations* |  |
| 5.11  Oral Language modifier | ✓ Automatic 25% extra time. |  | Standardised score of 77 or below in a test of reading comprehension and / or vocabulary.  Show need for extra time on Form 8. | Not allowed if reading is tested – up to 50% extra time allowed.  ORM has to have had specific training. |
| 5.12  Live speaker for pre-recorded examination components. |  | ✓ | Must consult a specialist teacher i.e. a qualified Teacher of the Deaf to identify the most appropriate arrangement for a candidate with a hearing loss. | Can open CD or tape or the transcript one hour before the examination. |
| 5.13  Sign language interpreter |  | ✓ | ‘normal way of working’. |  |
| Practical assistant | ✓ but will be rejected. |  |  | Apply to the awarding body. |
| 5.15  Alternative accommodation away from the Centre | ✓ |  | Significant impairment or temporary illness or injury. | Open question packet one hour early.  Conduct exam according to *ICE*.  Take evidence of AA to the venue with the exam paper. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Arrangement** | **Apply using AAO** | **Not apply** | **Evidence needed** | **Other information** |
| 5.16  Amplification equipment |  | ✓ | Evidence of a substantial and long term impairment.  ‘normal way of working’. |  |
| 5.16  Braillers |  | ✓ | Evidence of a substantial and long term impairment.  ‘normal way of working’. |  |
| 5.16  CCTV |  | ✓ | Evidence of a substantial and long term impairment.  ‘normal way of working’. |  |
| 5.16  Colour naming for colour blind |  | ✓ | Evidence of a substantial and long term impairment.  ‘normal way of working’. |  |
| 5.16  Coloured overlays |  | ✓ | Evidence of a substantial and long term impairment.  ‘normal way of working’. |  |
| 5.16  Low vision aid / magnifier |  | ✓ | Evidence of a substantial and long term impairment.  ‘normal way of working’. |  |
| 5.16  Optical Character reader scanner |  | ✓ | Evidence of a substantial and long term impairment.  ‘normal way of working’. |  |
| 5.16  Separate invigilation within the Centre |  | ✓ | Evidence of a substantial and long term impairment.  ‘normal way of working’. |  |
| **Arrangements** | **Apply using AAO** | **Not apply** | **Evidence needed** | **Other information** |
| 5.17  Exemptions | ✓ but select ‘other’ which will be rejected. |  | Evidence of inability to find an alternative means of assessment. | Apply to the awarding body. |
| 5.18  Bilingual translation dictionary with up to 25% extra time. | ✓ |  | Candidates whose first language is not English, Irish or Welsh.  ‘normal way of working’. | Not in English / English language exams or Irish or Welsh exams.  Not in some MFL exams. |
| Bilingual translation dictionary with no extra time. |  | ✓ |  |  |

All evidence to be kept for each candidate individually and to be available for the JCQ Inspector.