



Exam Access Arrangements

Scribe

Exam Access Arrangements

Guidance from JCQ

What are access arrangements?

- Exam access arrangements allow students with specific needs, such as special educational needs and disabilities, to access an exam.
- They allow students to show what they know and can do without changing the demands of the exam.

How does the process start?

- Teachers, parents/carers and students should inform the SENCO, Mrs Parry, of any additional needs that may affect access to exams as soon as possible.
- Mrs Parry and her team work with teachers and students to identify possible arrangements.

Who makes the assessment?

- In the case of learning difficulties, the college's assessor, Mrs Bird, conducts an assessment to determine the need for arrangements such as extra time. This usually happens in Year 10 or Year 11.
- In the case of physical, emotional or mental health needs, specialists (for example, a medical consultant, a psychiatrist) must provide a formal diagnosis.
- Teachers must provide evidence to show that an access arrangement is needed.

How does the process end?

- The college applies to the Joint Council for Qualifications (JCQ) for some arrangements, such as extra time.
- JCQ confirm their approval and the exams officer, Mrs Mendez, ensures that students receive the arrangements in their exams.

Effective Use of a Scribe

Key points

- A scribe will only write what you tell them
- A scribe will write exactly what you say
- A scribe will only put capital letters and punctuation where you tell them to

Top tips

At the start of the exam tell the scribe the following:

- “Every time I say full stop please put a capital letter after it”
- “When I say the name of the text (e.g. ‘An Inspector Calls’) please write it in single quotes with initial capitals”
- “If say the writer’s name (e.g. J.B. Priestley) please write it with initial capitals”
- Obviously there will be other punctuation you need to use, so don’t forget your commas and semi-colons

What not to do










- You must not try and enter into conversation with your scribe
- The scribe cannot talk to you except to ask you to repeat something

Information

- If you have a scribe, then usually there will only be you, your scribe and the invigilator in the room. You may have a roving invigilator.
- You can choose to write some things yourself. For example, in a maths exam there may be drawings or graphs that you want to complete yourself. However, the scribe is also allowed to do these under your direction, so be precise in your instructions if they are drawing for you.
- Remember there is limited time in exams, so if writing speed or legibility is an issue, then marks may easily be lost because of not finishing the paper or because the examiner cannot read your writing. So use your scribe!

EXAMS EQUIPMENT CHECKLIST

WHAT TO BRING

Clear pencil case or plastic bag	
Black pens (not gel pens)	
Pencils	
Ruler, marked in cm and mm	
Rubber	
Pencil sharpener	
FOR MATHS: Protractor and compass	
FOR MATHS (Paper 2), SCIENCES and GEOGRAPHY: Calculator	
FOR DT: Coloured pencils	

UNAUTHORISED MATERIALS

WHAT NOT TO BRING

Mobile phones	
iPods/Mp3/4 players	
Smart watches	
Any other device that can be used to communicate, store data or connect to the internet	
Notes	
Tipp-Ex or other correction fluids or tape	
Food and drink, except water in a clear bottle with the label removed	

**Possession of unauthorised materials
can lead to DISQUALIFICATION!**

Frequently Asked Questions

Do I have to wear school uniform?

Yes, you must wear full school uniform for all your exams. You must not wear coats/scarves/hoodies and hats in the exam room.

What if there is a clash or a subject missing on my timetable?

Speak to your teacher or the exams officer, Miss Mendez, as soon as possible.

What if I lose my timetable?

You should try to keep your timetable in a safe place and write the dates and times of your exams in a planner or calendar. If you have lost your timetable and do not know the dates of your exams, you can consult the timetables on the exams noticeboard or ask Miss Mendez to print another copy.

What if I have an appointment at the same time as an exam?

GCSE and A-Level exams cannot be moved/changed as they are set by exam boards, JCQ and OFQUAL. You should avoid making any appointments during exam times. However, if you do have an important appointment that cannot be re-scheduled, you must speak to Miss Mendez as soon as possible.

What if I am late – will I still be able to sit the exam?

If you are running late, you should contact the school as soon as possible to let us know. Depending on how late you are, you may be able to sit the exam as soon as you arrive (you will be given the full time to complete the exam). GCSE exams cannot be taken at another time so if you do not show up, you will be marked as absent.

What do I do if I think I have the wrong paper?

Invigilators will ask you to check that you have the right paper before the start of the exam. If you have the wrong paper, put your hand up and let the invigilator know immediately.

What equipment should I bring?

Use the exams equipment checklist to make sure you have everything you need for every exam. You should bring everything in a clear pencil case or clear small plastic bag. You must supply all your own equipment, including spares.

What materials are not allowed in the exam room?

- Mobile phones, MP3/4 players, tablets, smartphones and any other devices that can store data and/or have an internet connection.
- Food and drink, apart from plain water in a clear bottle with no label.
 - Labels on water bottles (all labels must be removed).
- Notes, textbooks or any other materials that will help you with the answers, unless authorised.
- Gel pens, Tipp-Ex and other correction fluids and tapes.
- You should check your pockets and pencil case for any of these materials and leave them in your bags. Invigilators will also ask you to check before the start of the exam; this is your last chance to hand these items in. If they are found on you during the exam, you could be disqualified.

What if I am unwell during the exam?

Put your hand up and wait for an invigilator to help you.

Can I go to the toilet during an exam?

You will not normally be allowed to go to the toilet during exams as this can be disruptive to other students. However, if it is absolutely necessary, you will be escorted by an invigilator. You will not be allowed any extra time.

Can I leave the exam early if I have finished?

No. If you finish the exam early, you must stay seated in the exam room in silence until the exam ends. This is because it can be disruptive to other students if people leave at different times. You should use any remaining time you have to check over your answers.