

**Application for access arrangements for International Centres unable to use
Access Arrangements Online (AAO)**

- **This form should only be used for applications for access arrangements FOR CANDIDATES WITH PHYSICAL DISABILITIES.**
- **For candidates with LEARNING DISABILITIES please DO NOT use this form - please use form 8 (I) instead**
- **Please DO NOT use this form for applications for MODIFIED QUESTION PAPERS – use Form 7(I) International to order modified papers**

Please complete a separate copy of this form (**AA Form 1 (I) International**) for each individual candidate and **SUBMIT A COPY TO EDEXCEL (Special Requirements Team)** at least six weeks prior to the start of the assessment - **please see the contact details in the Notes section of this form.**

Examination series		First examination series	
Centre No		Centre name	
Candidate No		Candidate name	
Centre email address (please inform the Special Requirements team whenever this changes)			

<i>Examinations for which an application is made</i>			
Awarding body	Specification title	Specification entry codes	Unit codes
Edexcel			
Edexcel			
Edexcel			
Edexcel			
Edexcel			
Edexcel			
Edexcel			
Edexcel			
Edexcel			
Edexcel			

Reason for application

Access arrangements requested (Please be specific.)

Access arrangements already made within the centre for classroom work and tests

(This section must be completed in all cases.)

Please tick the appropriate box

Medical evidence accompanies this form

Yes

No

If the candidate has previously been granted access arrangements by an awarding body, please name the awarding body

Additional details of evidence attached

Declaration

I am satisfied that the information provided on this form is accurate. I fully support the application and confirm that the candidate is/will be appropriately entered for the examination(s) concerned and will be able to demonstrate the assessment objectives required by the specification.

Head of centre/Exams officer _____ Date _____

Name (Please print) _____

Signature _____

FOR OFFICE USE ONLY

Notes on the completion of the application for access arrangements form

1. Please complete a separate copy of this form (**AA Form 1 (I) International**) for each candidate, and **submit a copy to Edexcel (Special Requirements Team) no later than six weeks prior to the start of the assessment.**
2. In the box Examination series please specify all series for which access arrangements are being requested (e.g. January 2011 – June 2011). You should additionally state the candidate's first examination series.
3. In the box ***Examinations for which an application is made***, please specify for the candidate concerned **all** the examinations for which access arrangements are being requested, using the correct codes and specifying whether the candidate is entering for an online test or a paper test. Where examination codes are not known, please list the names of the subjects currently being studied.
4. In the box ***Reason for application***, please state precisely the nature of the disability or indisposition and its effects in relation to the assessment (e.g. cerebral palsy affecting movement of hands).
5. In the box ***Access arrangements requested*** please specify, for each examination component, the head of centre's recommendations for the access arrangements needed by the candidate. Be as precise as possible. Remember, it is the head of centre's responsibility to recommend the access arrangements being requested. If a Sign Language Interpreter is requested, please specify the sign language to be used.
6. The head of centre must complete the box ***Access arrangements already made within the centre for classroom work and tests*** to indicate any support which is usually available to the candidate in the classroom situation and for tests conducted in the centre. Please specify for how long such arrangements have been made for the candidate. If none have been made put 'NONE'.
7. The centre is advised, wherever possible, to consult a specialist advisory service or other external service on the most appropriate arrangements for the candidate concerned and then consider their advice in the light of the course specifications.
8. Please specify any information/evidence enclosed with the application which will assist understanding of the case. Medical or other appropriate evidence will not always be required but must be provided for cases that the head of centre/examinations officer is unable to verify to the satisfaction of the awarding body.
9. Please complete the details of the ***Declaration***. The application **must** be endorsed and signed by the head of centre/examinations officer for it to be accepted by the awarding body. It is the responsibility of the centre to request the access arrangements and to supply the information required on the form.
10. The forms may be photocopied. Both sides **must** be copied and completed.
11. **Completed forms must be submitted to Edexcel (Special Requirements) either by post:**

Special Requirements, One90 High Holborn, London WC1V 7BH

or by email: special.requirements@edexcel.com

or by fax: +44 (0)207 190 5606 / +44 (0)207 190 5607

