

## 17 Special Requirements

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## 17 Special Requirements

### I Contacts

If you have a query relating to transferred candidates, access arrangements, special consideration, timetable variations or transfer of credit arrangements for AEA, GCE, GCSE, International GCSE, ELC, Functional Skills, Principal Learning (externally assessed components) or Key Skills qualifications, you will be able to speak to a member of the Special Requirements Team. Please contact Customer Services (see the Contact Information section of this Information Manual). Ask for Special Requirements, giving your centre number and the nature of your enquiry. If you prefer, you can email us at [special.requirements@edexcel.com](mailto:special.requirements@edexcel.com).

### 2 Key Dates

Month of examination for AEA/GCE/GCSE/International GCSE/ELC/Functional Skills/ Principal Learning (externally assessed components)	Final date for submission of requests for access arrangements for examinations
November 2011	20 September 2011 - modified versions of question papers* 04 October 2011 - all other access arrangements
January 2012	30 September 2011 - modified versions of question papers* 21 October 2011 - all other access arrangements
March 2012	30 November 2011 - modified versions of question papers* 21 January 2012 – all other access arrangements
May/June 2012	21 February 2012 - modified versions of question papers* 21 March 2012 - all other access arrangements
Key Skills	At least six weeks before the written test
Special consideration	Seven days after the final papers in the specification
Timetable variations	Examinations can be re-arranged between morning and afternoon sessions of the same day if there are timetable clashes, provided that the security and confidentiality of the question paper is maintained. Awarding body approval is not required. In cases where overnight supervision is required, the application for a Timetable Variation and Confidentiality Declaration for Overnight Supervision form <b>must</b> be filled out and signed <b>no later than two weeks before the start of the examination series</b> , in order that those involved understand their obligations. <b>A copy of the form should be retained by the centre and the supervisor.</b> Awarding Body approval is no longer required.
Transfer of GCE credit between awarding bodies	21 October 2011

\* It may not be possible to provide question papers in a different format if applications are received after this deadline.

Requests for modified papers are not dealt with by the Special Requirements Team so it is therefore essential that all requests are made using the Qualifications and Curriculum Agency's Access Arrangements Online tool, which can be accessed via Edexcel Online's secure extranet site. JCQ Modified Papers Form 7 may only be submitted in exceptional cases and must be sent for the attention of the Question Paper Unit.

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## 3 Access Arrangements and Special Consideration for AEA, GCE, GCSE, International GCSE, ELC, Functional Skills, Principal Learning (Externally Assessed Components) and Key Skills Qualifications

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### 3.1 Introduction

Please refer to the Joint Council for Qualifications (JCQ) booklet *Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications* —for further information.

The JCQ issues this booklet every autumn to all centres. It should be given to the examinations officer. An electronic version can be downloaded from [www.jcq.org.uk](http://www.jcq.org.uk). The appropriate section within the JCQ website is *Access Arrangements and Special Consideration*.

Requests for access arrangements are made on behalf of candidates with difficulties, such as those listed below:

- candidates with known and long-standing learning difficulties
- candidates with physical disabilities, permanent or temporary
- candidates with sensory impairment
- candidates whose first language is not English, Irish or Welsh
- candidates who have difficulties at, or near the time of assessment, that may have affected their performance in the assessment.

### 3.2 Access arrangements

#### Procedure

Access arrangements are approved **before** an examination or assessment and are intended to allow candidates to demonstrate attainment.

GCE and GCSE access arrangements are requested through an online system called Access Arrangement Online (AAO). This allows centres to make applications for access arrangements and receive immediate approval, or not. In a case where an application has not been approved, centres will have an opportunity to refer this application electronically to the respective Awarding Body, with any additional information, for a review of the case. Please refer to the JCQ booklet *Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications* for details of the access arrangements available, evidence requirements, key dates and procedures.

Please note that centres requesting access arrangements for qualifications other than GCE or GCSE should continue using the paper based system as explained in the JCQ regulations.

#### Timetable variations/timetable clashes

In the event of a timetable clash, where a candidate has more than three hours of examinations within the same session, centres are permitted to start examinations later than or earlier than the published starting time within the same day, without prior permission, subject to the maintenance of the security of the examination.

For timetable variations which require overnight supervision, centres need not obtain prior approval from Edexcel if overnight supervision of a candidate is to be undertaken by centre staff. The Confidentiality Declaration for Overnight Supervision form must be completed, signed in advance of the examination(s) and kept available at the centre for inspection.

For further information, please refer to the JCQ booklet, *Instructions for Conducting Examinations*.

### Centre-delegated access arrangements

With the introduction of the online access arrangement system, centres are no longer able to record centre-delegated access arrangements using the **CDAA and modified papers tool**. However, centres are still able to use that tool to order modified papers and read previously recorded arrangements.

In effect, there are no longer any centre delegated access arrangements for GCE and GCSE qualifications.

For DiDA and Entry Level qualifications, all access arrangements are centre delegated. Centres must record all candidates on the appropriate form. Please refer to the JCQ document *Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications* for further information on Entry Level, and refer to Edexcel's website for the DiDA Qualification Form (Notification of Access Arrangements).

### 3.3 Special consideration

Special consideration is given **following** an examination or assessment. This ensures that a candidate who has a temporary illness, injury or indisposition at the time of the examination is given some compensation for those difficulties or circumstances.

Please refer to the JCQ regulations and guidance booklet *Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications* for information on candidate eligibility, procedures, evidence requirements and deadlines.

### 3.4 Transfer of credit between awarding bodies

This facility is for individual candidates who are transferring centres midway through a course, or are returning to take the advanced qualification at a different centre after they have taken a break, provided that this is within the shelf life of the specification. The facility is not available to class groups of candidates.

The JCQ has produced guidance notes concerning the transfer of credit process for GCE examinations as well as details of the compatibility of GCE specifications between awarding bodies. Information may be found on the JCQ website: [www.jcq.org.uk](http://www.jcq.org.uk).

The relevant information can be found on the JCQ website via this route: 'Exams Office', 'Entries'. The document you should refer to is entitled *Entry, Aggregation and Certification Procedures and Rules* and includes an exemplar form. The actual form for requesting a transfer of credit arrangement is found under 'Entries' (Application for the transfer of a GCE AS award between specifications and/or awarding bodies).

#### Procedure

A request must be made for each candidate using the appropriate JCQ transfer form as previously indicated.

Please send the completed form to the Special Requirements Team at Edexcel.

### 3.5 Appeals

Centres may appeal against decisions taken by Edexcel concerning access arrangements and special consideration cases. Centres that wish to appeal against a decision relating to access arrangements or special consideration may contact the Appeals Office directly, without first requesting an Enquiry About Results (EAR). Please see the Post-results Section of this Information Manual for further information.

Centres are not charged for appeals concerning special consideration cases or access arrangements.

Further information about the Appeals process is obtainable from the JCQ Appeals Booklet, downloadable from [www.jcq.org.uk](http://www.jcq.org.uk).

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## 4 Special Assessment Arrangements for Edexcel BTEC and NVQ Qualifications

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Please see the BTEC and NVQ section of this Information Manual for information about arrangements for these qualifications.

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## 5 Forms

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All forms relating to access arrangements and special consideration may be found on the JCQ website under 'Exams Office' and 'Access Arrangements and Special Considerations'.

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## 6 Transferred Candidates

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The guidance notes for transferred candidates are available on the JCQ website at [www.jcq.org.uk](http://www.jcq.org.uk). Please note that the granting of transfers is quite specific and centres should read the guidance notes prior to making an application. This is a chargeable service.

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## 7 Private Candidates

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The Private Candidate Handbook can be found at [www.edexcel.com](http://www.edexcel.com) if "private candidate" is entered in the search box. Please note that not all specifications are available to private candidates.

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## 8 General

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If your candidate requires access arrangements which are not detailed in the JCQ documentation, you should contact Edexcel's Special Requirements team in the first instance.

