

17 Special Requirements

Contents

1	Contacts	2
2	Key Dates	2
3	Access Arrangements and Special Consideration for AEA, GCE, GCSE, International GCSE, ELC, Functional Skills, Principal Learning (Externally Assessed Component) and Key Skills Qualifications	3
3.1	Introduction	3
3.2	Access Arrangements	3
3.3	Modified Papers	4
3.4	Timetables clashes	4
3.5	Timetable clashes requiring overnight supervision	5
3.6	Special consideration	5
3.7	Transfer of credit between awarding bodies	5
3.8	Appeals	6
4	Special Assessment Arrangements for Edexcel BTEC and NVQ Qualifications	6
5	Transferred Candidates	6
6	Private Candidates	6
7	General	6
8	Forms	6

17 Special Requirements

1 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.

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 must be filled out and signed no later than two weeks before the start of the examination series , in order that those involved understand their obligations. A copy of the form should be retained by the centre and the supervisor. 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.

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

3.1 Introduction

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

The JCQ issues this booklet every October/November to all centres. An electronic version can be downloaded from 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 who have difficulties at, or near the time of assessment, that may have affected their performance in the assessment.

3.2 Access Arrangements

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

GCE and GCSE access arrangements may be requested through an online system called *Access Arrangement Online (AAO)*. This allows centres to make applications for access arrangements and receive immediate approval if appropriate.

The online system **may only** be used if you are a centre which enters candidates for GCSE or GCE examinations with AQA and/or OCR, **as well as with Edexcel**. If this is the case you will have another centre number in addition to the one given to you by Edexcel. Your Edexcel centre number is a 90000 series centre number e.g. 91234.

In order to use the online tool to apply for access arrangements for AQA, OCR and Edexcel examinations you should apply **using your AQA or OCR number**. You then simply print out the cover sheet from AAO, amend the AQA/OCR given centre number beginning with 7 and replace it with the Edexcel centre number beginning with 9.

In a case where you have applied for access arrangements online, and your application has not been approved, you do have an opportunity to refer this application electronically to Edexcel, 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*, mentioned in part 3.1 of this section of the International Information Manual, for details of the access arrangements available, evidence requirements, key dates and procedures.

The access arrangements which are approved via the online tool only apply to the GCSE and GCE examinations of the Joint Council for Qualifications (JCQ) awarding bodies: AQA, Edexcel, OCR, WJEC and CCEA. Access arrangements for **all other qualifications, including International GCSE**, must be made using the paper-based application process described below.

If you do not have an AQA or OCR centre number in addition to the centre number awarded by Edexcel, you will also need to submit your access arrangement applications for GCE and GCSE examinations using the paper-based system which involves the use of Form 1(I) and Form 8(I).

- Form 1 (I) is only to be used when you are applying for an access arrangement because of the physical condition of a candidate.
- Form 8 (I) is used if you are applying for an access arrangement because of a candidate's learning difficulty.

Please note that an application for an access arrangement must be made at least **6 weeks** prior to the start of the examination series for which the access arrangement is required. Electronic copies of Form 1 (I) and Form 8 (I) are available on the International Information Manual page of the website:

<http://www.edexcel.com/i-am-a/exams-officer/Pages/viewtask.aspx?pageID=int-manual.aspx&documentID=Read the international information manual online&cat=Information Manual>

Please note that if a candidate uses a word processor as their normal way of working in the classroom, it is **NOT NECESSARY** to apply for the use of a word processor for written examinations. It is necessary, however, to complete the JCQ cover sheet for word processed scripts. A completed cover sheet should be attached to the front of each word processed script.

Please ensure that each sheet of the word processed script carries the following information:

- Centre number
- Candidate number
- Subject
- Paper/unit number.

The cover sheet to accompany a word processed script can be downloaded from:

<http://www.edexcel.com/i-am-a/exams-officer/Pages/viewtask.aspx?pageID=int-manual.aspx&documentID=Read the international information manual online&cat=Information Manual>

International candidates do not qualify for the use of a bilingual dictionary with extra time unless evidence can be provided of a learning need in their own language. Evidence of this need must be provided in the form of a report from an Educational Psychologist or subject specialist.

3.3 Modified Papers

If you are able to use Access Arrangements Online because you have an AQA and/or OCR centre number (in addition to your Edexcel centre number) you can submit your requests for modified papers through this online tool.

If you do not have access to Access Arrangements Online please submit your modified paper applications using Form 7(I). An electronic copy of this form is available at

<http://www.edexcel.com/i-am-a/exams-officer/Pages/viewtask.aspx?pageID=int-manual.aspx&documentID=Read the international information manual online&cat=Information Manual>

3.4 Timetables clashes

We receive a lot of queries regarding timetable clashes. The following information should help to clarify the situation:

- A GCE candidate can be expected to sit examinations lasting a total of six hours on any particular day of the examination series.
- A GCSE or International GCSE candidate can be expected to sit examinations lasting a total of five and a half hours on any particular day of the examination series.
- No candidate is expected to sit examinations totalling more than three hours (including extra time) in any particular session (ie a morning or afternoon).
- If a candidate is scheduled to take two or more examinations in a session, you may decide the order in which the candidates should take those papers. If the examination with the largest

number of candidates is held first, this will reduce the level of disruption. A supervised break of no more than 15 minutes should be given between papers.

- If a candidate is taking two or more papers in the same session, and the total amount of examination time (including any extra time which has been approved) exceeds three hours, then a candidate can sit one of the papers in the later or earlier session of the same day. No paperwork needs to be submitted to Edexcel. However, supervision of the candidate(s) is required so that they have no contact with candidates anywhere in the world who have taken the paper at the scheduled, published time. A member of staff, or invigilator, must at all times be in the same room as the candidate(s) being supervised. The candidate(s) must not be in possession of an electronic communication/storage device or have access to the internet.
- If a candidate is entered for 3 or more examinations timetabled for the same day, and the total duration for those papers is more than six hours for a GCE candidate, and five and a half hours for a GCSE /International GCSE candidate, a candidate may be allowed to take an examination the following morning, including Saturdays.

3.5 Timetable clashes requiring overnight supervision

Candidates who take an examination on the day after that published in the timetable, must be sitting examinations, or be under supervision from 30 minutes after the published starting time for the delayed examination until they sit that paper. This is to make sure there is no contact with other candidates. An examination centre (school/college) must appoint a member of centre staff or invigilator, to supervise the candidate(s) at all times while he/she is on the premises.

The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff. The form, 'Timetable variation and Confidentiality Declaration for Overnight Supervision must be completed at least two weeks before the date of the examination affected. This completed form must be sent to the Special Requirements team at Edexcel. This form is available from the International Information Manual page of the Edexcel website.

Permission will not be given for any candidate to take an examination on an earlier day than that scheduled on the timetable.

3.6 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.

Form 10(l) Application for Special Consideration is available from the International Information Manual page on the Edexcel website.

3.7 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.

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.

3.8 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 International 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.

4 Special Assessment Arrangements for Edexcel BTEC and NVQ Qualifications

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

5 Transferred Candidates

The guidance notes for transferred candidates are available on the JCQ website at 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.

6 Private Candidates

The Private Candidate Handbook can be found at www.edexcel.com if “private candidate” is entered in the search box. Please note that not all specifications are available to private candidates.

7 General

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.

8 Forms

The forms mentioned in this section of the International Information Manual can be found on the International Information Manual page of the Edexcel website. Please note the following cover sheets are available from the JCQ website at: http://www.jcq.org.uk/exams_office/access_arrangements/forms/ :

- Practical Assistant cover sheet
- Transcript cover sheet
- Sign Language Interpreter cover sheet
- Oral Language Modifier cover sheet

Publications Code: Z029486