



Access Arrangements At Live to Learn Education What You Need to Know and How to Use Them

What Are Access Arrangements?

Access arrangements are extra support in exams; they are there to make exams fair, and to give all candidates an equal opportunity to achieve their true potential.

Access arrangements are not: special treatment; a way to access easier questions; they do not change grade boundaries; and do not give an unfair advantage.

They are there to help remove potential barriers to completing an exam.

Who Might Get Access Arrangements?

You might qualify if you:

- Have a Special Educational Need
- Have a medical condition
- Have mental health issues
- Have a physical difficulty
- Have a temporary condition that would impact your capacity to take an exam

It is important to note that a diagnosis does not automatically mean you will be eligible for access arrangements.

Important: Normal Way of Working

You can only use an access arrangement in exams if:

- You already use it in education sessions
- It is your normal way of working

You cannot have access arrangements in your final exams if you have never used them before.

How to Use Your Access Arrangements

If you have been awarded access arrangements, you can use the information below to understand how to use them during your up-coming exams. Please note that you will receive confirmation as to what access arrangements have been awarded via email - below is a general list of the most used access arrangements.

If you have been awarded **extra time** – You will automatically have your additional time added onto the standard exam time for each applicable exam. Your exam end time will be displayed on the exam room whiteboard or on your desk

If you have been awarded the use of a **word processor** – You will type your answers instead of handwriting them; you will have a laptop set up for you, and as you type your answer you will need to periodically click 'save'. At the end of your exam, we will print a copy of your answers and ask you to sign and date each page.

If you have been awarded **supervised rest breaks** – You should remain in the room for your rest breaks wherever possible. Prior to your rest break you will need to notify the invigilator that you wish to take a break (this can be done by raising your hand), during your rest break you will need to place your pen on the table and close your exam paper, when you wish to re-start your exam you will need to notify the invigilator, who will write down the new end time for your exam on your desk.

If you have been awarded a **reader** – You will have someone sat next to you for your exam who will read out the questions for you. You can ask them to repeat the questions, but they cannot explain the questions or provide any additional detail. If you have a reader, you will be in a 1:1 room. Please note that a reader cannot read sections of text that are assessing reading – you will either need to read these sections yourself, or use a computer reader or a reader pen.

If you have been awarded a **computer reader or a reader pen** – You will be able to access a digital reader using headphones, we will provide the laptop / C-Pen Reader, as well as headphones.

If you have been awarded a **scribe** – You will have someone sat next to you for your exam who will write what you tell them to, word-for-word; you will be in a 1:1 room.

If you have been awarded a **prompter** – You will have an invigilator within your room who will gently tap on your desk, should you appear to have been unfocused for a period of time.

If you have been awarded the use of **fidgets** – You will be able to choose fidgets from the Common Room that you can bring up to your exam room, if you are bringing your own, they must not be noisy, and we must be able to check them before you enter the exam room.

If you have been awarded the use of **ear defenders, ear plugs, noise-reduction headphones** – You will be allowed to wear them for the duration of your exam. We will need to check them before you start your exam, and noise-reduction headphones will need to have Bluetooth disabled.

You may have been awarded access arrangements that are not on this list, or you may need additional clarification or variations from the above; equally, if you require this document in a different format, please email us at exams@livetolearneducation.com