NQF BTEC Access Arrangements User Guide

Introduction

Access Arrangements allow learners to achieve their full potential without changing the demands of the assessment i.e. reader or scribe. Access Arrangements are approved before an examination or assessment.

This guide will explain the process for applying for Access Arrangements for your learners' who may have a temporary or long term condition.

NQF BTEC Access Arrangements are requested through Edexcel online then click on the Access Arrangement tab.



The first part of this guide will take you through making an application for a temporary condition and then the second part will take you through an application for a long-term condition.

Making an application for a learner with a 'Temporary' condition.

Step 1

Once you have logged on and have read the information on the home page please click on the Menu tab and select 'Create application'

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	Home	ase select a centre	(<u>change</u> <u>exit centre</u>)
	Access Arrangements Manage series Create Application Applications	ss Arrangements Status: Please select	Search: X
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Step 2

Click on 'Create Application', which will then allow you to view a list of learners at your centre and you will be able to choose the learner you want.

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Menu 🔻	Please select a centre (<u>change</u> <u>exit centre</u>)
Learners	Search: X
List of learners	
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earner number	Centre code
Search by learner	Image: Second
details then press	
the enter key.	
<u>د</u> Export	re ∞ Page 1 of 1 ∞ ≥r 15 💌 View 1 - 4 of 4
	Check the details of the learner you wish to apply for and click apply.

Step 3

You will then need to choose the qualification you require from the drop-down menu.

	edexcel III Ralph Lastname (System Administrator)									
	Menu 🔻	Please select a cer	ntre		(<u>change</u> <u>exit centre</u>)					
	Application for	r								
	Learner details	Application details	Access arrangements	Evidence of Need	Diagnostic Report	Confirm				
	First Nan Middle nan Last Nan	ne: ne:	Date of b Learner num Unique learner	irth: ber: No:						
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On this page you will also be able to select the application type and then click 'Next' to proceed to the next page. We have chosen temporary for this part of the guide, this is displayed on the image below.

edexcel Ralph Lastname (System Administrator)									
Menu 🔻	Please select a cen	tre		(change exit centre)				
Application for									
Learner details	Application details	Access arrangements	Evidence of Need	Diagnostic Report	Confirm				
First Name	21	Date of b	irth:						
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Last Name		Unique learner	No:						
Qualification" Application type*	* BTEC Next Generation	v							
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Step 4

From here you can enter the start and end date for the arrangements and the date the problem began. Tick on the areas affected by the temporary condition, if the 'other' option is chosen you will need to enter the reason into the text box.

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ede	Ralph Lastname (System Administrator)									
Me	U V Piease select a centre (<u>cnange</u> <u>exit centre</u>)									
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arrangement	First Name: Date of birth:									
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Please note	application*: O BTEC NG Jun 2013									
ac this	ment(s) start: 04 Mar 2013 arrangement(s) end date*:									
	roblern/injury 22 Feb 2013									
application is	() affected by ₩ riting									
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	After selecting areas									
applying for.	affected by the									
	condition. click 'Next'.									

Step 5

On this page you have the ability to quote the JCQ reference number, if you have already made an application on the JCQ access arrangement online tool. Once you have entered the reference number, you will then be taken to the confirmation page.

If you do not have a JCQ reference number, please follow the steps below and complete the application and submit.

Application for								
Learner details	Application details	Access arrangements	Evidence of Need	Diagnostic Report	Confirm			
First Name:		Date of t	pirth:					
Middle name:	e: Learner number:							
Last Name:		Unique learne	r No:					
Computer Reader/Hum	nan Reader							
Evidence of need								
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💽 Yes 🔘 No								
Please specify JCQ referen	nce number							
]							
								
Please enter JC	.Q		Previous	Cancel	e & Close			
reference numb	ber here							
and click 'Next'	,							
			-					

Step 6

On this page you can choose the Access Arrangement(s) you require for the learner.

Menu 👻	Please select a ce	ntre		(<u>change</u> <u>exit centr</u>					
pplication for									
Learner details	Application details	Access arrangements	Evidence of Need	Diagnostic Report Confirm					
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Last Name:		Unique learner I	No:						
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Step 7

You will be asked a series of question on this page, which you will need to answer and then click `Next'

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Is the candidate using a word processor?	Is the candidate using	a word processor?				94666767767



Step 8

Here you will be able to see all the learner details and arrangements you have applied for.



Step 9

Once your application has been submitted it will automatically be set to 'Pending'. The Special Requirements Team will review all applications. Please be advised that an automated email will be sent once the application has been approved. You may also receive an email requesting further evidence to support your application, which will need to be sent to <u>Access.Arrangements@pearson.com</u>

our bookmarks here on the bookmarks bar. Import bookmarks now	
edexcel	tor) 🔂 🔁
Menu 👻 Please select a centre	(<u>change</u> <u>exit centre</u>)
Application Pending Your request for access arrangement(s) is pending processing. You appropriate, in accordance with the regulations. Please note that Pe request.	u do not need to take any further action. We will now review your application where earson reserves the right to review and if necessary amend any outcome resulting from your
Please be advised, all NQF BT Arrangement applications will "Pending" status you do not r take any further action unless requested. You should receive	EC Access be set to need to s e an

update email once the application has been reviewed.

Making an application for a learner with a 'Long term' condition

Please note that before making an application for Access Arrangements for a long-term condition you will need to input a 'Specialist Teacher'.

Home	ele
Access Arrangements	
Specialist teachers	
Access Arrangements	ces
Create Application	with
Applications	the
Reports Applications report	r res

Step 1

Once you have logged on and have read the information on the home page please click on the Menu tab and select 'Create Application'

	edexcel testi	3209 test18209 (Centre Administrator)					
	Home	ntre: 18209 18209 - ORIEL A¥ENUE					
	Access Arrangements						
Click on menu	Applications						
drop down list	Reports Applications report	EC Access Arrangements online tool.					
and select	r access at	arners with special educational needs, disabilities or temporary injuries. rangement application(s) for NQF BTEC a status of "Pending" will be displayed. You do not need to take any further action, but					
"Create	menu 🔺 mail updat	e once the application has been reviewed.					
Application"	Please Note: To receive email notifications it is your responsibility as a centre to ensure that the contact details provided on Edexcel Online are up to date. Centre details can be checked and amended using the "My Account" option on Edexcel Online.						

Step 2

Click on 'Create Application', which will then allow you to view a list of learners at your centre and you will be able to choose your learner.

	edexcel	test18209	test18209 (Cent	re Administrator	r)				Ŕ	-		
	Menu 🔻	Centre	: 18209 18209 1	8209 - ORIEL AVI	ENUE							
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details	.eamer number			Centre code								
then	bearner No. 🌲	First Name 🚔	Middle name ≑	Last Name 👙	DOB ≑	Gender ≑	National Id $\ensuremath{\hat{\varphi}}$	$\mathbf{ULN}\ \diamondsuit$	Centre code a			
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enter kev	-									Apply		
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										Apply		
										Apply		
										Check th the learn wish to a and click	e details of er you pply for apply.	

Step 3

Please select the appropriate qualification i.e. NQF BTEC and select your application type as 'long-term' and click 'Next'.

Pielia V	Centre: 18209 1820	09 18209 - ORIEL AVENUE			
Application for					
Learner details	Application details	Access arrangements	Evidence of Need	Diagnostic Report	Confirm
First Name	:	Date of bir	th:		
Middle name	:	Learner numb	er:		
Last Name	:	Unique learner	No:		
Qualification*	NQF BTEC	×			
Application type*	 Temporary Long-term 				
				Cancel	& Close Next

Step 4

Please select the exam series or on-demand and click 'Next'.

Menu 🔻	Please select a centre				(<u>change</u> <u>exit centre</u>
Application for					
Learner details	Application details	Access arrangements	Evidence of Need	Diagnostic Report	Confirm
First Name:		Date of b	irth:		
Middle name:		Learner num	ber:		
Last Name:		Unique learner	No:		
(First) exam series for	⊙ On-demand				
this application*:	O BTEC NG Jun 2013		Previous	Cancel	ve & Close Next

Step 5

On this page you can choose the Access Arrangement(s) you require for the learner.



Step 6

On this page you have the ability to quote the JCQ reference number, if you have already made an application on the JCQ access arrangement online tool. Once you have entered the reference number, you will then be taken to the confirmation page.

If you do not have a JCQ reference number, please follow the steps below and complete the application and submit.

Application for					
Learner details	Application details	Access arrangements	Evidence of Need	Diagnostic Report	Confirm
First Name:		Date of b	irth:		
Middle name:		Learner num	ber:		
Last Name:		Unique learner	No:		
Computer Reader/H Evidence of need Does the learner have Yes No Please specify JCQ refe	uman Reader	which covers this access arranç	jement request?		
Please enter J reference nun and click 'Nex	ICQ nber here t'.		Previous	Cancel Sav	e & Close Next

Step 7

Please enter the amount of extra time the learner requires in the section below. If the amount required is more than 25%, the system will introduce a set of questions based on the evidence of need. Please answer all the questions in this section.

Menu 🔻 Pleas	se select a centre	(<u>change</u> <u>exit centre</u>)
pplication for		
Learner details Appli	ication details Access arrangements Evidence of	Need Diagnostic Report Confirm
Last Name:	Unique learner No:	
Extra time		
Evidence of need		
What is the maximum (%) and	ount of extra time required by the candidate?	
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processor is thus appropriate t	to their needs?	
Ves No	reader but sitting a component testing reading?	
Yes O No	eader bat sitting a component testing reading:	
Is the candidate using a Braille	e or modified enlarged paper?	
🔿 Yes 🔘 No		
Does the candidate have multip	ple physical disabilities?	
Does the candidate have very	substantially below average (69 or less) processing skills?	
🔿 Yes 🔘 No		
Does the candidate have a ser	ious medical condition/temporary injury?	
Yes No		
Yes No	nporary injury:	
Does the candidate have a me	dical condition/temporary injury?	
🔘 Yes 🔘 No		
Is the candidate using a word p	processor?	
0 103 0 110		
Computer Reader/Human Re	ader	
vidence of need		
Does the candidate have a temp	orary medical condition affecting vision?	
🔵 Yes 🔘 No		
Scribe/Voice activated softw	vare	
Evidence of need		
Does the candidate have a temp	orary condition affecting writing?	
Yes () No		
	Prev	Calicei Save & Close Next
	\setminus	
	N	/
	Complete all question	ns

Step 8

The validation section will require you to enter standardised scores for the learner. An assessment should have been carried by a specialist assessor confirming a learning difficulty. To qualify for an Access Arrangement i.e. reader/scribe the learner must have standardised scores of 84 or below.

Menu	-	Centre: 18209 182	09 18209 - ORIEL AVENUE				
Applicatio	n for						
Learner det	ails	Application details	Access arrangements	Evidence of Need	Diagnostic Report	Confirm	
F	st Name:		Date o	birth:			
Mid	lle name:		Learner n	mber:			
L	st Name:		Unique learr	er No:			
Asse	sed by*:]	oe Smith	~			Please selec	t th
Assessm	nt date*:	lease select				name of you	ır.
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- Computer	Reader/Hun	nan Reader				assessor an	a tr
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						assessment	(th
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						which provi	des
What is the	candidate's re	ading speed score?	(standardised score)			standardica	ас5 А
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	ce activate	l software				scores- plea	ise
						refer to poir	nt 5
What is the	candidate's sp	elling standardised s	core?			using the	
						calendar to	ol.
Is the cand	date's handwr	iting illegible?					
O Yes O	No				L		
Is the cand	late's writing	incomprehensible?					
Is the cand	date's handwr	itina speed (words pe	er minute) below the average r	ange for their age?			
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		ح	\mathbf{i}	Previous Cancel	Save & Close	Next	
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ALWAYS LEARNING

PEARSON

Step 9

At the confirmation stage please check all the details are correct in the application. If all the details are correct, please tick the confirmation box (shown below) to accept the malpractice statement. Please click on the submit tab on the right hand side.

dexcel III Ralph Lastname (System Administrator)		
Menu v Please select a centre (change	exit centre)	
pplication for		
Learner details Application details Access arrangements Evidence of Need Diagnostic Report	irm	
Learner details		
Learner Name:		
Learner number:		
Unique learner No:		
Date of birth:		
Application details		
Qualification:		
Application type:		
(First) exam series for this application:		
Temporary details		
Arrangement(s) start		
uave: Arrangement(s) end dete:		
oue. Date problem/injury		
began: Area(s) afferted by	Please	e read and check
temporary condition:	all ap	plication details
Arrangements selected	and e	, xam excentions
Access Arrangements:	bofor	
······································	Delore	submitting
	applic	ation.
Exam exceptions		
<u>extra time</u> This access arrangement may not be used during exams testing the time in which a skill is performed by a learner. for example sports,		
Computer Reader/Human Reader		
This access arrangement may not be used in exams testing the learners reading ability.		
Scribe/Voice activated software		
This access arrangement may not be used for design papers except for writing, and ICT coursework.		
Practical recommendations		
Computer Reader/Human Reader		
This access arrangement should be used only if it is the candidate's normal way of working. A reader will not be allowed to read questions o paper (or section of a paper) testing reading. You are therefore permitted to award the candidate extra time of up to 50% in a paper (or a s	or text in a section of a	
paper) testing reading. Please consult the regulations for guidance on the requirements for separate invigilation with this access arrangeme Social Moice activated coftware	nt.	
aurior voice autivated software This access arrangement should be used only if it is the candidate's normal way of working. In a paper assessing spelling, nunctuation and i	grammar if	
the candidate chooses to dictate each word letter by letter, in addition to dictating punctuation, you are permitted to award the candidate ex up to 50% in such examinations. Please consult the regulations for guidance on the requirements for separate invigilation with this access a	tra time of rrangement.	
- Extra time		
Evidence of need		
What is the maximum (%) amount of extra time required by the candidate?		
Computer Reader/Human Reader		
Evidence of need		
Does the candidate have a temporary medical condition affecting vision?		
Scribe/Voice activated software		
Evidence of need		
Does the candidate have a temporary condition affecting writing?		



Please read malpractice statement and tick confirmation, if you are satisfied with the application 'Submit'. If any changes need to be made, click previous and do not submit application until corrections have been made.



Step 10

Once your application has been submitted it will automatically be set to 'Pending'. The Special Requirements Team will review all applications. Please be advised that an automated email will be sent once application has been approved. You may also receive an email requesting for further evidence to support your application, which will need to be sent to <u>Access.Arrangements@pearson.com</u>

sur bookmarks here on the bookmarks bar. Inport bookmarks now	
edexcel III Ralph Lastname (System Administrator)	A
Menu v Please select a centre	(<u>change</u> <u>exit centre</u>)
Application Pending	
Your request for access arrangement(s) is pending processing. You do not need to take any further action. We appropriate, in accerdance with the regulations. Please note that Pearson reserves the right to review and if n request.	e will now review your application where ecessary amend any outcome resulting from your
Please be advised, all NQF BTEC Access	
Arrangement applications will be set to	
"Pending" status. You do not need to take	
any further action unless requested. You	
should receive an update email once the	
application has been reviewed.	