

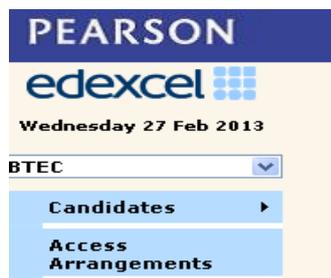
NQF BTEC Access Arrangements User Guide

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.

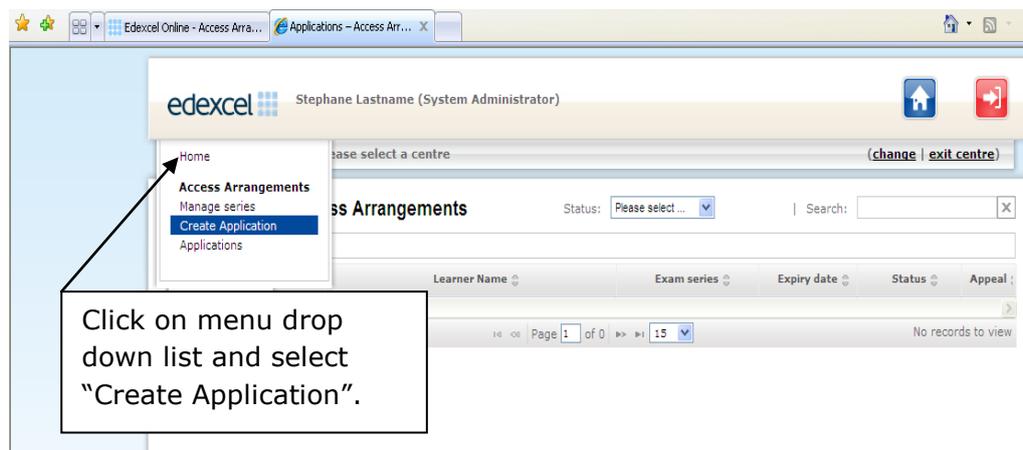


The first part of this guide will take you through making an application for a temporary condition and then the second part will take you through an application for a long-term condition.

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

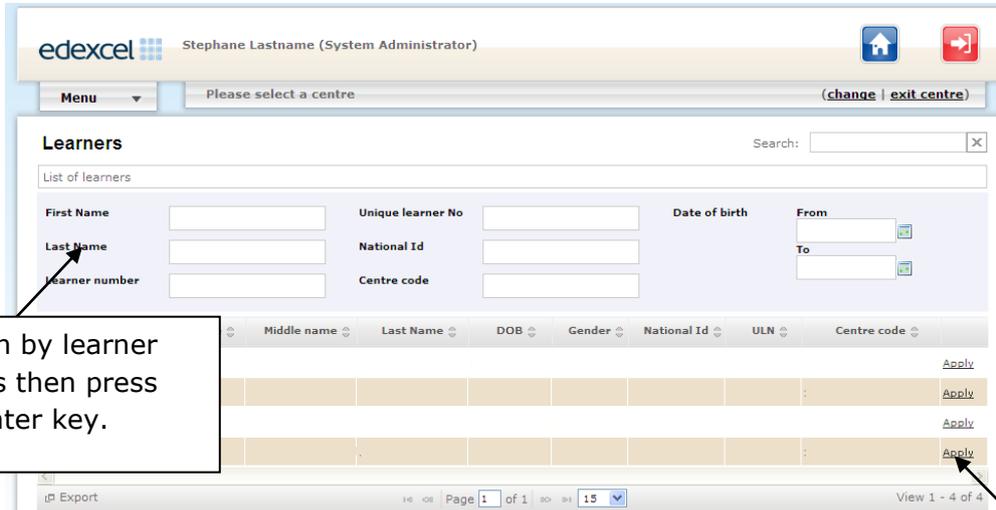
Step 1

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



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.

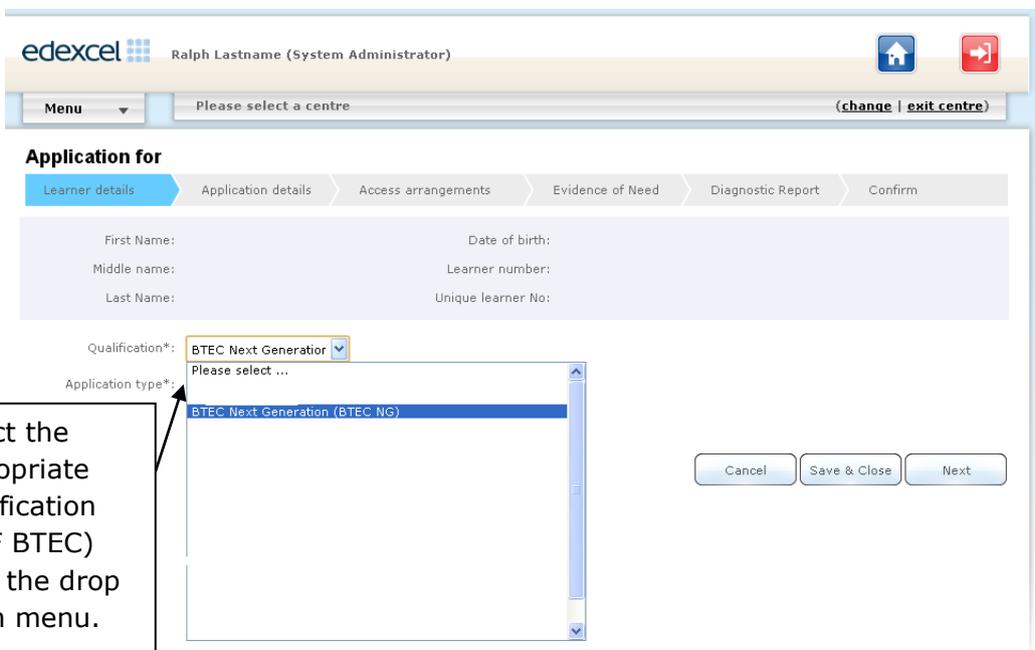


Search by learner details then press the enter key.

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.



Select the appropriate qualification (NQF BTEC) from the drop down menu.

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.

Select application type "temporary" then click 'Next'.

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.

Select date's arrangement should begin and end.

Please note, as this application is for on-demand test session please only select dates which need to be covered by arrangement applying for.

After selecting areas 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

Please enter JCQ reference number here and click 'Next'.

Step 6

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

Select arrangement(s) from the list provided and click 'Next'.

Step 7

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

edexcel Ralph Lastname (System Administrator)

Menu Please select a centre (change | exit centre)

Application for

Learner details Application details Access arrangements **Evidence of Need** Diagnostic Report Confirm

Last Name: Unique learner No:

Extra time

Evidence of need

What is the maximum (%) amount of extra time required by the candidate?

50

Is the candidate a very slow typist when answering exam questions, i.e. when he/she is trying to think of what exactly to type, and the use of a word processor is thus appropriate to their needs?

Yes No

Is the candidate eligible for a reader but sitting a component testing reading?

Yes No

Is the candidate using a Braille or modified enlarged paper?

Yes No

Does the candidate have multiple physical disabilities?

Yes No

Does the candidate have very substantially below average (69 or less) processing skills?

Yes No

Does the candidate have a serious medical condition/temporary injury?

Yes No

Does the candidate have a temporary injury?

Yes No

Does the candidate have a medical condition/temporary injury?

Yes No

Is the candidate using a word processor?

Yes No

This section requires you to input the amount of extra time the learner needs. Once this has been entered the system will provide a set of questions.

Please note anything more than 25% extra time will require answers to all following questions.

Computer Reader/Human Reader

Evidence of need

Does the candidate have a temporary medical condition affecting vision?

Yes No

Scribe/Voice activated software

Evidence of need

Does the candidate have a temporary condition affecting writing?

Yes No

Previous Cancel Save & Close Next

Complete all questions and click 'Next'.

Step 8

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

The screenshot shows the Edexcel system administrator interface. At the top, it says 'edexcel | Ralph Lastname (System Administrator)'. Below that is a navigation bar with 'Menu' and 'Please select a centre'. The main content area is titled 'Application for' and has a progress bar with steps: 'Learner details', 'Application details', 'Access arrangements', 'Evidence of Need', 'Diagnostic Report', and 'Confirm' (which is highlighted in blue). Below the progress bar are several sections:

- Learner details:** Learner Name, Learner number, Unique learner No, Date of birth.
- Application details:** Qualification: BTEC Next Generation (BTEC NG), Application type: Temporary, (First) exam series for this application: On-demand.
- Temporary details:** Arrangement(s) start date: 04 Mar 2013, Arrangement(s) end date: 30 Aug 2013, Date problem/injury began: 22 Feb 2013, Area(s) affected by temporary condition: Writing, Vision, Mobility.
- Arrangements selected:** Access Arrangements: Extra time, Computer Reader/Human Reader, Scribe/Voice activated software.
- Exam exceptions:** Extra time, Computer Reader/Human Reader, Scribe/Voice activated software.
- Practical recommendations:** Computer Reader/Human Reader, Scribe/Voice activated software.
- Read and accept malpractice statement:** Confirmation: . Below this is a paragraph of text: 'On behalf of my centre I confirm that I have read and understood the Terms of Use of the BTEC (NOF) Access Arrangements online tool, the regulations and guidance concerning access arrangements. To the best of my knowledge the information provided is accurate. Appropriate evidence to support this application is available within my centre for inspection.'

At the bottom of the page, there are four buttons: 'previous', 'Cancel', 'Save & Close', and 'Submit'. Two callout boxes provide instructions:

- The first callout box points to the 'Application details' section and says: 'Please read and check all application details and exam exceptions before submitting application.'
- The second callout box points to the 'Confirmation' checkbox and the 'Submit' button, saying: 'Please read malpractice statement and tick confirmation, if you are satisfied with the application then click 'Submit'. If any changes need to be made, click previous do not submit application until corrections have been made.'

Step 9

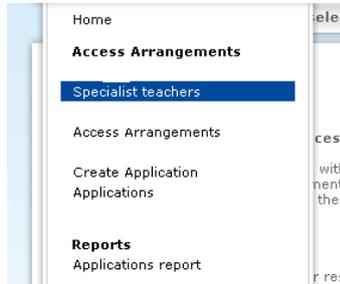
Once your application has been submitted it will automatically be set to 'Pending'. The Special Requirements Team will review all applications. Please be advised that an automated email will be sent once the application has been approved. You may also receive an email requesting further evidence to support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



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.

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

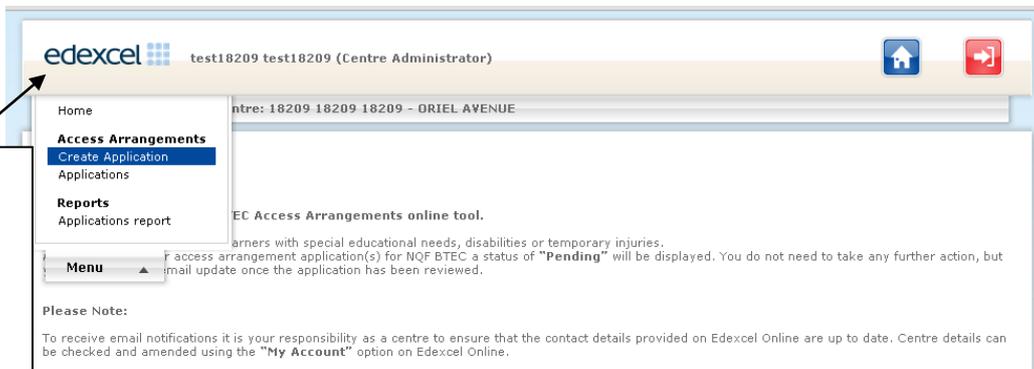
Please note that before making an application for Access Arrangements for a long-term condition you will need to input a 'Specialist Teacher'.



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'

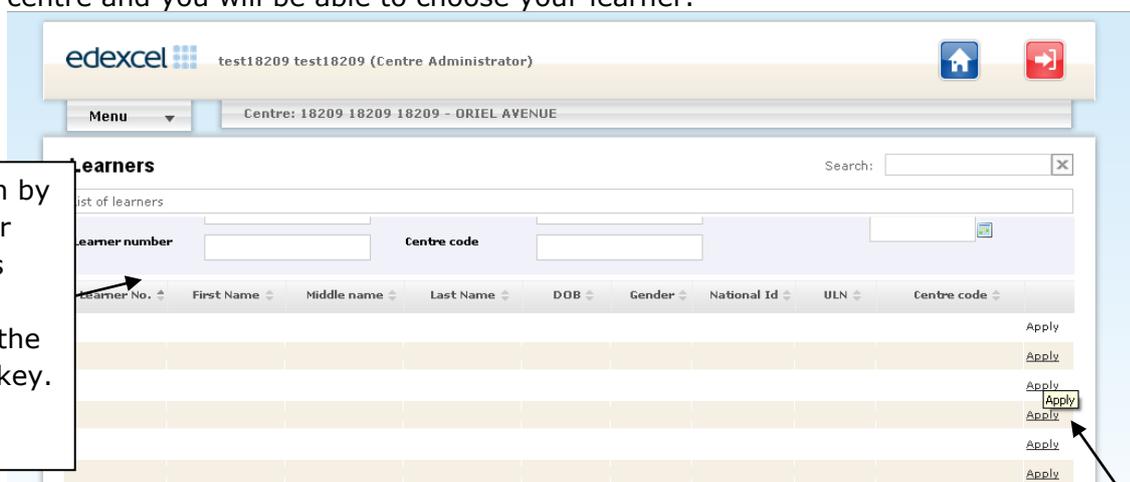
Click on menu drop down list and select "Create Application".



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.

Search by learner details then press the enter key.



Check the details of the learner you wish to apply for and click apply.

Step 3

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

The screenshot shows the Edexcel application form for a Centre Administrator. The user is logged in as 'test18209 test18209 (Centre Administrator)'. The centre is '18209 18209 18209 - ORIEL AVENUE'. The form is titled 'Application for' and has a progress bar with steps: Learner details, Application details, Access arrangements, Evidence of Need, Diagnostic Report, and Confirm. The 'Application details' step is active. The form fields include: First Name, Middle name, Last Name, Date of birth, Learner number, and Unique learner No. The 'Qualification*' dropdown is set to 'NQF BTEC'. The 'Application type*' radio buttons are 'Temporary' and 'Long-term', with 'Long-term' selected. The 'Next' button is highlighted. A callout box with an arrow pointing to the 'Long-term' radio button contains the text: 'Select application type "Long-term" then click "Next".'

Step 4

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

The screenshot shows the Edexcel application form for a System Administrator. The user is logged in as 'Ralph Lastname (System Administrator)'. The centre is 'Please select a centre'. The form is titled 'Application for' and has a progress bar with steps: Learner details, Application details, Access arrangements, Evidence of Need, Diagnostic Report, and Confirm. The 'Application details' step is active. The form fields include: First Name, Middle name, Last Name, Date of birth, Learner number, and Unique learner No. The '(First) exam series for this application*' radio buttons are 'On-demand' and 'BTEC NG Jun 2013', with 'On-demand' selected. The 'Next' button is highlighted. A callout box with an arrow pointing to the 'On-demand' radio button contains the text: 'Select examination series then click "Next".'

Step 5

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

Please select the arrangement(s) you require for your learner and click 'Next' to proceed to the 'evidence of need section'.

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.

Please enter JCQ reference number here and click '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.

The screenshot shows the Edexcel system administrator interface. At the top, the user is identified as 'Ralph Lastname (System Administrator)'. A navigation menu is visible with options like 'Menu', 'Please select a centre', and '(change | exit centre)'. The main content area is titled 'Application for' and has a breadcrumb trail: 'Learner details' > 'Application details' > 'Access arrangements' > 'Evidence of Need' > 'Diagnostic Report' > 'Confirm'. Below the breadcrumb, there are input fields for 'Last Name:' and 'Unique learner No:'. The 'Evidence of Need' section contains three sub-sections:

- Extra time:** Includes a question 'What is the maximum (%) amount of extra time required by the candidate?' with a text input field containing '50'. Below this are several yes/no questions regarding the candidate's typing speed, eligibility for a reader, use of Braille, physical disabilities, processing skills, medical conditions, and use of a word processor.
- Computer Reader/Human Reader:** Includes a question 'Does the candidate have a temporary medical condition affecting vision?' with yes/no radio buttons.
- Scribe/Voice activated software:** Includes a question 'Does the candidate have a temporary condition affecting writing?' with yes/no radio buttons.

At the bottom of the form, there are four buttons: 'Previous', 'Cancel', 'Save & Close', and 'Next'. A callout box with a black border and white background contains the text 'Complete all questions and click 'Next''. Two arrows originate from this box: one points to the 'Next' button, and the other points to the 'Evidence of Need' section of the form.

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.

The screenshot shows the Edexcel Centre Administrator interface for a 'test18209 test18209 (Centre Administrator)'. The page title is 'Centre: 18209 18209 18209 - DRIEL AVENUE'. The main content area is titled 'Application for' and has a progress bar with steps: Learner details, Application details, Access arrangements, Evidence of Need, Diagnostic Report (current), and Confirm.

The 'Diagnostic Report' section contains the following fields and questions:

- First Name:
- Date of birth:
- Middle name:
- Learner number:
- Last Name:
- Unique learner No:
- Assessed by*: (dropdown menu)
- Assessment date*: (dropdown menu)
- Computer Reader/Human Reader**
 - What is the candidate's reading accuracy score? (standardised score)
 - What is the candidate's reading comprehension score? (standardised score)
 - What is the candidate's reading speed score? (standardised score)
- Scribe/Voice activated software**
 - What is the candidate's spelling standardised score?
 - Is the candidate's handwriting illegible? Yes No
 - Is the candidate's writing incomprehensible? Yes No
 - Is the candidate's handwriting speed (words per minute) below the average range for their age? Yes No

At the bottom of the form are four buttons: Previous, Cancel, Save & Close, and Next.

Callout Box 1 (top right): Please select the name of your assessor and the date of the assessment (the assessment which provides standardised scores- please refer to point 5) using the calendar tool.

Callout Box 2 (bottom): Similar to the extra time section please answer all the evidence of need questions for your other arrangements. Once completed please click on the 'Next'.

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.

Please read and check all application details and exam exceptions before submitting application.

Read and accept malpractice statement

Confirmation:

On behalf of my centre I confirm that I have read and understood the Terms of Use of the BTEC (NQF) Access Arrangements online tool, the regulations and guidance concerning access arrangements. To the best of my knowledge the information provided is accurate. Appropriate evidence to support this application is available within my centre for inspection.

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.

Previous

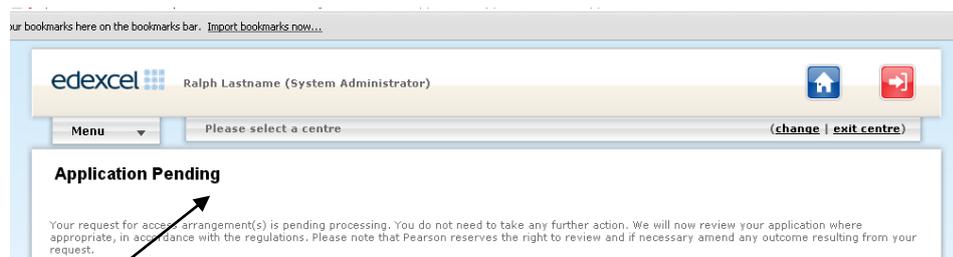
Cancel

Save & Close

Submit

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 Access.Arrangements@pearson.com



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.