



# Pearson

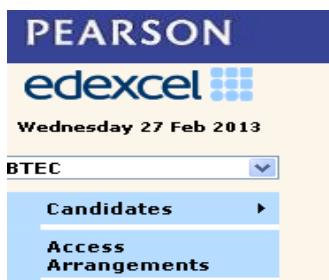
## NQF BTEC Access Arrangements User Guide

### 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.

Once the centre has logged on to the BTEC Access Arrangement tool, those who have multiple sites are able to change to the relevant site as follows:

edexcel Version: 1.0.0.0, date: 02 Jul 2015 07:16:48 (Centre Administrator)

Centre: N/A 999.99 N/A - Centre Name

Role selection

Welcome to the new NQF BTEC Access Arrangements online tool.

Access arrangements are for learners with special educational needs, disabilities or temporary injuries. After submitting your access arrangement application(s) for NQF BTEC a status of "Pending" will be displayed. You do not need to take any further action, but you will receive an email update once the application has been reviewed.

Click on "Role Selection (two arrows)" button

Select active role

Centre	Role
COLLEGE ( 99999 99999A 99999 )	Centre Administrator
COLLEGE ( 99999 99999B 99999 )	Centre Administrator
COLLEGE ( 99999 99999C 99999 )	Centre Administrator
COLLEGE ( 99999 99999D 99999 )	Centre Administrator

Select the relevant site and click OK

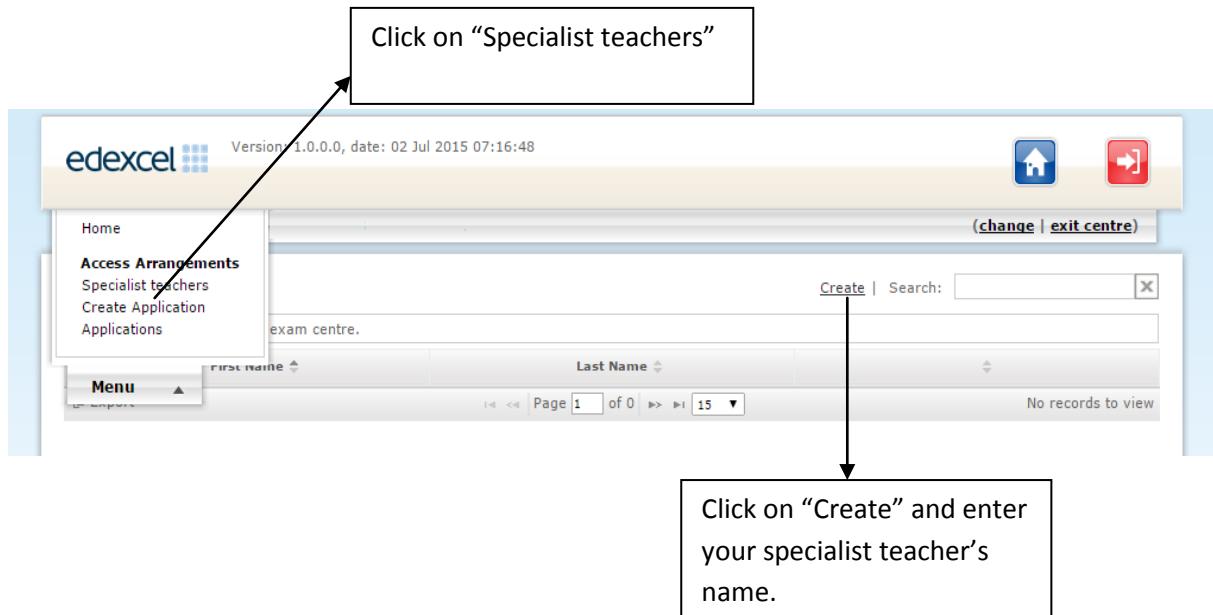
OK Cancel



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Once navigated to the BTEC Access Arrangement tool, **new users** of the system will be required to enter their specialist assessors/teachers.

Please click on "Menu", "Specialist Teachers", "Create" and enter the name of your specialist teacher. If your centre has multiple assessors, please use the above method and create other specialist teachers after the original entry.

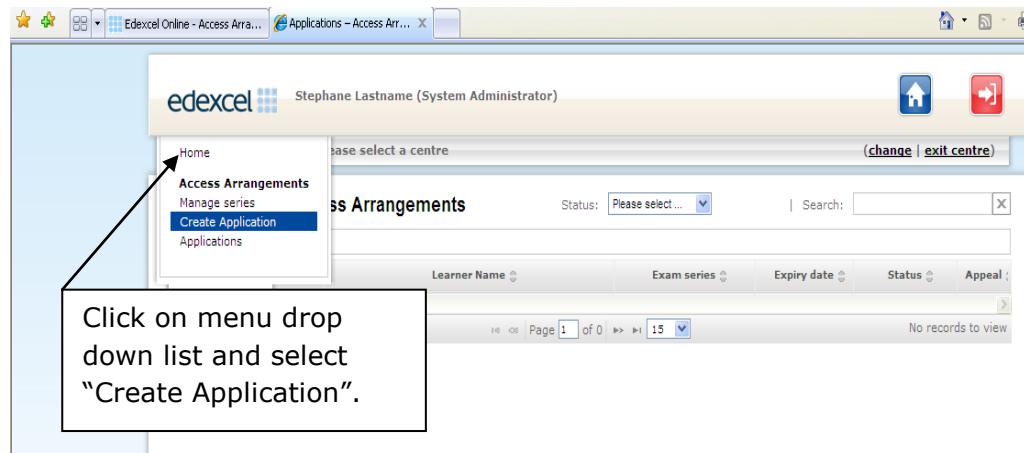




## Making an application for a learner with a 'Temporary' condition.

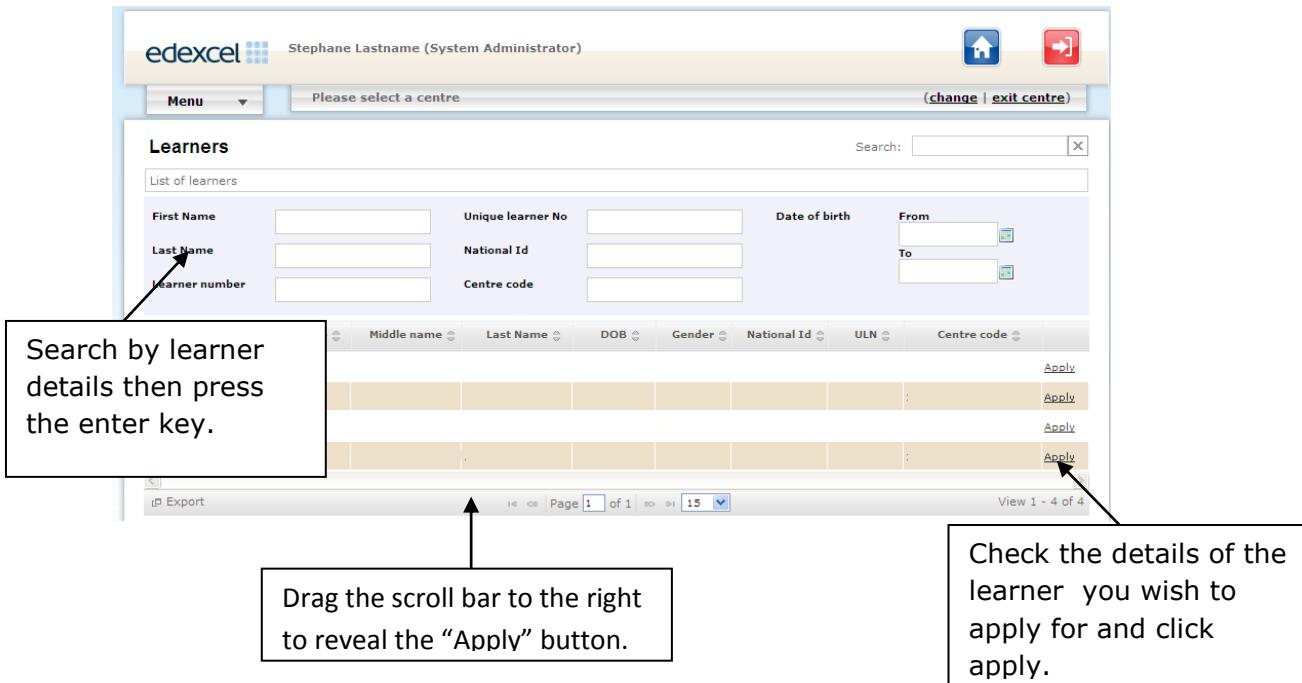
### Step 1

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.





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## Step 3

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

The screenshot shows the Pearson application for page. The 'Qualification\*' dropdown menu is open, displaying 'BTEC Next Generation' as the selected option. A callout box on the left side of the screen contains the text: 'Select the appropriate qualification (NQF BTEC) from the drop down menu.' An arrow points from this text to the 'Qualification\*' dropdown menu. The 'Application type\*' dropdown menu is also visible, showing 'Temporary' and 'Long-term' as options. The 'Temporary' option is highlighted with a green circle. The 'Next' button is visible at the bottom right of the page.

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.

Long-term should be selected if your learner's condition is considered a "long term" condition, e.g. dyslexia.

Temporary should be selected if your learner has a "temporary" condition, e.g. broken hand.

The screenshot shows the Pearson application for page. The 'Application type\*' dropdown menu is open, showing 'Temporary' and 'Long-term' as options. The 'Temporary' option is highlighted with a green circle. A callout box on the left side of the screen contains the text: 'Select application type "temporary" then click 'Next''. An arrow points from this text to the 'Temporary' option in the dropdown menu. The 'Next' button is visible at the bottom right of the page.



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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.

marks here on the bookmarks bar. Import bookmarks now...

edexcel Ralph Lastname (System Administrator)

Menu Please select a centre (change | exit centre)

Application for

details Application details Access arrangements Evidence of Need Diagnostic Report Confirm

First Name: Date of birth:  
Middle name: Learner number:  
Last Name: Unique learner No:

Exam series for application\*:  On-demand  BTEC NG Jun 2013

Arrangement(s) start date\*: 04 Mar 2013

Arrangement(s) end date\*: 30 Aug 2013

Problem/injury began\*: 22 Feb 2013

Areas affected by condition\*:  Writing  Vision  Mobility  Fatigue  Processing of answers  Other

Previous Cancel Save & Close **Next**

Select date arrangements 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'.



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## 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 for the learners GCSE/GCE qualifications. 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 birth:  
Middle name: Learner number:  
Last Name: Unique learner No:

**Computer Reader/Human Reader**

Evidence of need

Does the learner have a current JCQ approval which covers this access arrangement request?

Yes  No

Please specify JCQ reference number

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

Previous Cancel Save & Close **Next**

## Step 6

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

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

First Name: Date of birth:  
Middle name: Learner number:  
Last Name: Unique learner No:

Access Arrangements\*:  Extra time  Computer Reader/Human Reader  Scribe/Voice activated software  Oral/Language modifier  Sign language interpreter  Practical assistant  Alternative accommodation away from the centre  Early Opening of Papers

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

Previous Cancel Save & Close **Next**



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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'

edexcel Ralph Lastname (System Administrator) Up Back (change | exit centre)

Menu Please select a 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

**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'.**

**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.***



## Step 8

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

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

**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: On-demand  
this application:

**Temporary details**

Arrangement(s) start: 04 Mar 2013  
date:   
Arrangement(s) end: 30 Aug 2013  
date:   
Date problem/injury began: 22 Feb 2013  
Area(s) affected by: Writing  
temporary condition: Vision  
Mobility

**Arrangements selected**

Access Arrangements: Extra time  
Computer Reader/Human Reader  
Scribe/Voice activated software

**Exam exceptions**

Extra time  
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 or text in a 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 section of a paper) testing reading. Please consult the regulations for guidance on the requirements for separate invigilation with this access arrangement.  
Scribe/Voice activated software  
This access arrangement should be used only if it is the candidate's normal way of working. In a paper assessing spelling, punctuation and grammar if the candidate chooses to dictate each word letter by letter, in addition to dictating punctuation, you are permitted to award the candidate extra time of up to 50% in such examinations. Please consult the regulations for guidance on the requirements for separate invigilation with this access arrangement.

**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.

Previous Cancel Save & Close **Submit**

**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 should be sent once the application has been actioned. You may also receive an email requesting further evidence to support your application, which will need to be sent to [uk.special.requirements@pearson.com](mailto:uk.special.requirements@pearson.com)

ur bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

edexcel Ralph Lastname (System Administrator) [Home](#) [Logout](#)

Menu [Please select a centre](#) [\(change | exit centre\)](#)

**Application Pending**

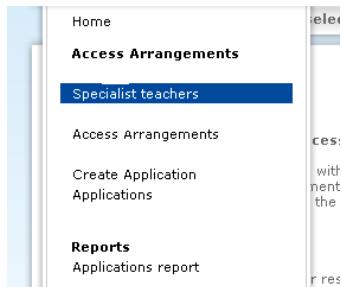
Your request for access arrangement(s) is pending processing. You do not need to take any further action. We will now review your application where appropriate, in accordance with the regulations. Please note that Pearson reserves the right to review and if necessary amend any outcome resulting from your request.

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.

Drag the scroll bar to the right to reveal the "Apply" button.

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



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## Step 3

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

edexcel test18209 test18209 (Centre Administrator)

Centre: 18209 18209 18209 - ORIEL AVENUE

Application for

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

First Name: Date of birth: Middle name: Learner number: Last Name: Unique learner No:

Qualification\*: NQF BTEC

Application type\*:  Long-term  Temporary

Cancel Save & Close Next

Select application type "Long-term" then click 'Next'.

## Step 4

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

edexcel Ralph Lastname (System Administrator)

Please select a centre (change | exit centre)

Application for

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

First Name: Date of birth: Middle name: Learner number: Last Name: Unique learner No:

(First) exam series for this application\*:  On-demand  BTEC NG Jun 2013

Previous Cancel Save & Close Next

Select examination series then click 'Next'.



## Step 5

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

**Application for**

edexcel | Ralph Lastname (System Administrator) | Please select a centre | (change | exit centre)

Menu | Application details | Access arrangements | Evidence of Need | Diagnostic Report | Confirm

First Name: [ ] Date of birth: [ ]

Middle name: [ ] Learner number: [ ]

Last Name: [ ] Unique learner No: [ ]

Access Arrangements\*:  Extra time  Computer Reader/Human Reader  Scribe/Voice activated software  Oral/Language modifier  Sign language interpreter  Practical assistant  Alternative accommodation away from the centre  Early Opening of Papers

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

Previous | Cancel | Save & Close | Next

## 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 click "no" and follow the steps below to complete the application.

**Application for**

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

First Name: [ ] Date of birth: [ ]

Middle name: [ ] Learner number: [ ]

Last Name: [ ] Unique learner No: [ ]

**Computer Reader/Human Reader**

Evidence of need

Does the learner have a current JCQ approval which covers this access arrangement request?

Yes  No

Please specify JCQ reference number

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

Previous | Cancel | Save & 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.

Please note, only full figures should be entered, e.g. 25% extra time should be: 25.

edexcel Ralph Lastname (System Administrator)

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

**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'.



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## 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.

edexcel test18209 test18209 (Centre Administrator)

Centre: 18209 18209 18209 - ORIEL AVENUE

Menu

Application for

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

First Name: [redacted]    Date of birth: [redacted]  
Middle name: [redacted]    Learner number: [redacted]  
Last Name: [redacted]    Unique learner No: [redacted]

Assessed by\*: **Joe Smith**   
Assessment date\*: **Please select ...**

Computer Reader/Human Reader

What is the candidate's reading accuracy score? (standardised score)  
[redacted]

What is the candidate's reading comprehension score? (standardised score)  
[redacted]

What is the candidate's reading speed score? (standardised score)  
[redacted]

Scribe/Voice activated software

What is the candidate's spelling standardised score?  
[redacted]

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

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.

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'.

Previous    Cancel    Save & Close    **Next**



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.

**Application for**

edexcel | Ralph Lastname (System Administrator)

Menu | Please select a centre | (change | exit centre)

**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 date:  
Arrangement(s) end date:  
Date problem/injury began:  
Area(s) affected by temporary condition:

**Arrangements selected**

Access Arrangements:

**Exam exceptions**

Extra time  
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**

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**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 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.

Previous Cancel Save & Close Submit

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 should be sent once the application has been actioned. You may also receive an email requesting further evidence to support your application, which will need to be sent to [uk.special.requirements@pearson.com](mailto:uk.special.requirements@pearson.com)

Your bookmarks here on the bookmarks bar. Import bookmarks now...

edexcel Ralph Lastname (System Administrator) [Home](#) [Logout](#)

Menu Please select a centre [\(change | exit centre\)](#)

**Application Pending**

Your request for access arrangement(s) is pending processing. You do not need to take any further action. We will now review your application where appropriate, in accordance with the regulations. Please note that Pearson reserves the right to review and if necessary amend any outcome resulting from your request.

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