

## 14 Special Requirements

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## 14 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, ELC, PLSC, Edecel Certificate qualifications, you will be able to speak to a member of the Special Requirements Team. Please contact Account Services (see the Contact Information section of this manual). Ask for Special Requirements, giving your centre number and the nature of your enquiry. If you prefer, you can email us at [uk.special.requirements@pearson.com](mailto:uk.special.requirements@pearson.com).

### 2 Key dates

The table below gives the key dates in relation to special requirements.

Month of examination for AEA/GCE/GCSE/ELC/	Final date for submission of requests for access arrangements for examinations
November 2013	20 September 2013 – modified versions of question papers* 04 October 2013 – all other access arrangements
January 2014	4 October 2013 – modified versions of question papers* 21 October 2013 – all other access arrangements
May/June 2014	31 January 2014 – modified versions of question papers* 21 March 2014 – all other access arrangements
Special consideration	Within seven days of the last examination in the series in each subject.
Timetable variations	Examinations can be rearranged 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 2013

\*It may not be possible to provide question papers in a different format if applications are received after this deadline.

Requests for modified papers are not dealt with by the Special Requirements Team so it is therefore essential that all requests are made using JCQ Access Arrangements Online, which can be accessed via Edexcel Online's secure extranet site. JCQ Modified Papers Form 7 may only be submitted in exceptional cases and must be sent for the attention of the Question Paper Unit: [Additional\\_Requirements@pearson.com](mailto:Additional_Requirements@pearson.com).

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## 3 Access arrangements and special consideration for AEA, GCE, GCSE, ELC qualifications

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### 3.1 Introduction

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

The JCQ issues this booklet every autumn to all centres. It should be given to the examinations officer. An electronic version can be downloaded from [www.jcq.org.uk](http://www.jcq.org.uk). The appropriate section within the JCQ website is Access Arrangements and Special Consideration.

Requests for access arrangements and special consideration 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 whose first language is not English, Irish or Welsh
- candidates who have difficulties at, or near the time of assessment, that may have affected their performance in the assessment.

### 3.2 Access arrangements

#### Procedure

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

GCE and GCSE access arrangements are requested through the JCQ online system. This allows centres to make applications for access arrangements and receive an immediate response -. In a case where an application has not been approved, centres will have an opportunity to refer these electronically to the respective Awarding Body, with any additional information, for a review of the case. Currently some international centres are unable to use the JCQ online system, Form 1 and/or Form 8 will need to be completed and submitted to the Special Requirements Team.

Please refer to the JCQ booklet Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications for details of the access arrangements available, evidence requirements, key dates and procedures. The following JCQ website has more information: [www.jcq.org.uk](http://www.jcq.org.uk).

Please note that centres requesting access arrangements for qualifications other than GCE or GCSE should continue using the paper-based system as explained in the JCQ regulations.

#### Timetable variations/timetable clashes

In the event of a timetable clash, where a candidate has more than three hours of examinations within the 17 same session, centres are permitted to start examinations later than or earlier than the published starting time within the same day, without prior permission, subject to the maintenance of the security of the examination.

For timetable variations which require overnight supervision, centres need not obtain prior approval from Edexcel if overnight supervision of a candidate is to be undertaken by centre staff. The Confidentiality Declaration for Overnight Supervision form must be completed, signed in advance of the examination(s) and kept available at the centre for inspection.

For further information, please refer to the JCQ booklet, Instructions for Conducting Examinations.

### Centre-delegated access arrangements

With the introduction of the online access arrangement system, centres will no longer be able to record centre-delegated access arrangements using the [CDAA and modified papers tool](#). However, centres will still be able to use form 7 to order modified papers.

For DiDA and Entry Level qualifications, all access arrangements are centre delegated. Centres must record all candidates on the appropriate form. Please refer to the JCQ document [Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications](#) for further information on Entry Level, and refer to Edexcel's website for the DiDA Qualification Form (Notification of Access Arrangements).

### 3.3 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.

Please be advised that since March 2011 we have launched the special consideration online tool, which is a more convenient way for centres to make applications for 'Disadvantaged' and 'Absent' candidates instead of using Form 10.

To help you use the facility, we have created a user guide at [www.edexcel.com/special-considerations](http://www.edexcel.com/special-considerations). If you have any questions please call us or email [speccons.online@pearson.com](mailto:speccons.online@pearson.com).

### 3.4 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 will not be 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](http://www.jcq.org.uk). The relevant information can be found on the JCQ website via this route: 'Exams Office', 'Entries' then click on 'GCE entry information (incl. Transfer of Credit)'. The document you should refer to is entitled [GCE Entry, Aggregation and Certification Procedures](#) and Rules and includes an exemplar form. The actual form for requesting a transfer of credit arrangement is also here, entitled 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 of credit form, which needs to be signed by the candidate and the examinations officer.

Please send the completed form to the Special Requirements Team at Pearson – please see the Contact Information section of this manual. For any further information please email [TransferofCredit@pearson.com](mailto:TransferofCredit@pearson.com).

### 3.5 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 Business Assurance Group directly in writing at

The Appeals Manager  
Business Assurance Group Pearson  
One90 High Holborn  
London  
WC1V 7BH

without first requesting an Enquiry About Results (EAR). Please see the Post-results Services section of this manual for further information.

Centres are not charged for appeals concerning special consideration cases or access arrangements.

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## 4 Forms

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All forms relating to access arrangements and special consideration may be found on the JCQ website under 'Exams Office' and 'Access Arrangements and Special Considerations'.

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## 5 Transferred candidates

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The guidance notes for transferred candidates are available on the JCQ website at [www.jcq.org.uk](http://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.

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## 6 Private candidates

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The Private Candidate information can be found at [www.edexcel.com/students](http://www.edexcel.com/students). Please note that not all qualifications are available to private candidates.