

## 16 Special Requirements

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## 16 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, Functional Skills, PLSC, Edexcel Award, Principal Learning (externally assessed components) or Key Skills qualifications, you will be able to speak to a member of the Special Requirement 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/ Functional Skills/ Principal Learning (externally assessed components)	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
Key Skills	At least six weeks before the written test
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, Functional Skills, Principal Learning (externally assessed components) and Key Skills 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 immediate approval, or not. 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.

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. Currently you cannot make applications online for Functional Skills, only Form 1 and Form 8 can be submitted to the Special Requirements Team. 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 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 that tool to order modified papers and read previously recorded arrangements.

In effect there are no longer centre delegated arrangements for GCE and GCSE qualifications.

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 note that the most convenient way to make applications for 'Disadvantaged' or 'Absent' candidates is to use the special consideration online tool 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 there, 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 Special assessment arrangements for Edexcel BTEC and NVQ/SVQ qualifications

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Please see the BTEC, NVQ/SVQ, and Apprenticeship section of this manual for information about arrangements for internally assessed aspects of these qualifications.

### Next generation NQF BTECs from 2012 and 2013

For the externally assessed aspects of these qualifications only, you should use the below guidance.

#### Access Arrangements

Access Arrangements allow learners to show what they know and can do without changing the demands of the assessment i.e. reader or scribe. Access Arrangements are approved before an examination or assessment and they allow learners with special educational needs, disabilities or temporary injuries to access the assessment.

**NQF BTEC onscreen testing for Sport and ICT from June 2013, Engineering and Business from November 2013 and Performing Arts from June 2014.**

If you had intended to use screen reader technology, like JAWs or Read & Write Gold, unfortunately this is not currently available for use with our NQF BTEC onscreen tests.

We are continuing to work hard to resolve this functionality. For now, we recommend that a human reader is used. The accessibility functionality that does exist within the Pearson Onscreen Platform itself includes:

**Colour filters** - these mimic the function of coloured overlays used by some dyslexia sufferers, helping them to interact with text more easily.

**Zoom functions** - This allows users to enlarge screen content and navigate around the page if they have reduced vision.

**Keyboard Access** - All onscreen content and functionality is accessible via the keyboard. In addition to this there are also a number of keyboard shortcuts for commonly used functions.

I am sorry for any inconvenience this will cause to you and your learners. If you have any concerns about whether your learners can still participate in the tests, please let us know and we'll make sure you receive a call as soon as possible.

#### Submitting a request for Access Arrangements

In order to apply for Access Arrangements you will need to access the Access Arrangement online tool in order to complete an application.

Access arrangements can be made online, via Edexcel Online. First, select 'BTEC' on the qualification drop-down list, and then select 'Access Arrangements'.

Please be advised that for onscreen tests that require extra time, those applications will need to be made **at least 15 working days** before the test date and **always before the test package is downloaded**.

Submission of Access Arrangements for paper based tests should be submitted at least **6 weeks** before the test date.

### Special Consideration

Special consideration is applied **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.

For NQF BTEC you can apply for special consideration by using '[Form 10](#)'

To ensure effective processing of an application, centres must additionally submit evidence to support the application, such as a statement from a member of centre staff or any other appropriate information.

The head of centre or exams officer must authorise and sign all applications submitted for special consideration.

Centres should note that an application for special consideration cannot be submitted after the completion of an Enquiry About Results (EAR).

Centres may appeal against decisions taken by Pearson 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:

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

Or via email to [edexcelappeals@pearson.com](mailto:edexcelappeals@pearson.com)

Appeals against a decision for special consideration should be submitted before requesting an Enquiry About Results (EAR).

Appeals cannot be accepted directly from candidates, their parents or other third parties acting on their behalf. Appeals may only be lodged on the basis of whether the awarding body used procedures which were consistent with the regulatory authorities' requirements, and applied its procedures properly and fairly. Centres are not charged for appeals concerning special consideration cases or access arrangements.

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## 5 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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## 6 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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## 7 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.