

# Modified Papers FAQ's

## Available Modifications

### What modifications are available?

18pt Bold Font on A4 paper

24pt Bold Font on A4 paper

24pt Bold Font on A3 paper

36pt Bold Font on A3 paper

Accessible Interactive paper for use with electronic readers or for candidates to read and type into

Unified English Braille – Grade 1 (Long Hand) and Grade 2 (Short Hand)

Tactile Diagrams

Subtitles on video clips

### Can we request different coloured font?

No. The standard font colour is always black.

### Can a candidate have paper printed on squared paper?

We only supply exam papers on white paper. If your student requires this, it is the same process as ordering a PDF to print on colour. For a standard paper to print on squared contact your account specialist who will be able to request a secure file transfer on the day of the exam. If the paper is modified, contact [additional\\_requirements@pearson.com](mailto:additional_requirements@pearson.com) stating your order number and that a pdf is required.

### What's the difference between an interactive and a non-interactive paper?

An interactive paper is for students who use a word processor to type their answers or for students who use a computer reader. The answer gridlines are removed during modification making the paper unsuitable for printing on coloured paper.

A non-interactive (standard) question paper is the same as the paper a student would receive in hard copy. This version of the paper is sent via secure file transfer on the day of the exam, it allows centres to print on coloured paper.

### Why aren't all available papers modified in advance?

Not all papers are modified only those that are the most common and those that centres order via the online portal. If we were to create all papers in all versions this would be in excess of 6000 unique papers in the summer series.

### Are you able to supply a modified language paper?

No. You will need to apply for an access arrangement for a language modifier. Please see the JCQ Access Arrangement and Reasonable Adjustments Booklet for more information.

## Ordering Modified Papers

### What is the deadline to order a modified paper?

20th September – November series

4th October – January Series

31st January – May/June Summer series

These dates remain the same every year.

### Why is the deadline to order a modified paper before the entry deadline?

Modified papers can take around 6 to 10 weeks to create. Each modification undertakes a considerable amount of time to modify to the correct format and goes through an extensive quality check process.

### Do I need to make entries before ordering modified papers?

No. As the entry deadlines are after the modified deadline you do not need to make your entries before. If the paper is no longer needed as the student is not going to be entered, you can cancel the order on AAO and/or PAAO.

### How do I order a modified paper?

Modified Papers should be ordered through JCQ Access Arrangements Online (AAO) for GQ qualifications and Pearson Access Arrangements Online (PAAO) for BTEC qualifications. Select 'Access Arrangements' and 'Order modified papers'.

### Functional Skills papers are not available online, how do I order a modified version of a paper?

To order a modified Functional Skills paper you need to email [additional\\_requirements@pearson.com](mailto:additional_requirements@pearson.com). We require the following information:

Centre Number

Candidate Registration Number

Candidate Name

Subject

Level

Date of Exam

Modification

Depending on the modification needed we require a minimum of 2 weeks' notice for Level 1 and 2 Functional Skills and for all Entry Level Functional Skills we require 8-10 weeks' notice. The exam must be booked before you place your order with us.

**Why are ELC papers not available to order online?**

ELC papers can be downloaded well in advance of the assessment as they are available online. Centres are permitted to download and modify the paper as required.

**What can I do if the student changes tier when I have already ordered a modified paper?**

You will need to cancel the order as soon as possible in PAAO and AAO and reorder the correct tier.

**If teachers are unsure which tier they want to enter the students for, can I order both tiers to make sure?**

Yes, you can order both tiers. Once the candidate has been entered for the exam you will need to cancel the tier that is no longer needed. In AAO/PAAO find the original order and click on the candidates' surname. This will allow you to cancel the paper.

**Can I still order a modified paper after the deadline?**

Yes. We still accept orders on AAO and PAAO up until the day of the exam however we are not always able to fulfil them. If the paper has been created, we will be able to send these either in hard copy if it is not very late or if it is a very late order (week before/day of exam) the papers will be sent via secure file transfer. We will not proceed with an order unless it has been processed through AAO or PAAO.

Make sure that all modified papers are requested before the deadline so that the student is not disadvantaged in anyway.

## **Coloured Paper**

**If we just need a standard paper PDF to print coloured papers - is this called a modified paper?**

No this is not a modified paper. If you require a PDF of a standard paper sending to you, please get in touch with your Account Specialist and they will make this request on your behalf with our Secure Print Team.

**There doesn't seem to be a category for a coloured paper request on the Portal, how do I order these?**

Pearson do not supply papers printed on coloured paper. You can request a standard question paper to be sent via Secure File Transfer this will allow you to print on the relevant coloured paper. A standard paper (or non-interactive) can be requested via your Account Specialist.

**Why does Pearson not print on coloured paper?**

We do not supply coloured paper as there are many different versions of colour that candidates use. We allow centres to print on the colour that is the best for their students.

**Do coloured papers have to be agreed in advance by making an Access Arrangement request?**

For a candidate to use coloured paper in their exam it must be their normal way of working and it is a 'centre delegated' arrangement.

**If we have to make the entry first before requesting a coloured paper does that mean these do not have the time constraint of modified papers (i.e. order by January)?**

You are correct - there are no deadlines for requesting the PDF version of the Standard paper to allow you to print onto coloured paper. You can request this from your Account Specialist up to the time of the exam. Our deadlines are only for papers that have to be sent for modification and through the checking process.

**How much notice does the account specialist need when I request a non- interactive pdf for coloured paper?**

You should make the request as soon as you are aware that the candidate requires coloured paper. If you do find yourself in a last-minute situation (e.g. morning of the exam), please speak to your Account Specialist and the Secure Print Team will do their best to get this to you.

**I have several candidates who use modified but also coloured papers. Can I contact Pearson after I have ordered the modified paper to request as a PDF?**

Yes, this is what you should do. Make the order first on AAO or PAAO and then email [additional\\_requirements@pearson.com](mailto:additional_requirements@pearson.com) to let us know that you also require the PDF version of the modification. You will receive a hard copy of the paper as normal and you will also receive the PQF version of the modified version of the exam via the secure file transfer.

## **General Questions**

**What is the difference between a Grade 1 and a Grade 2 Braille paper?**

Grade 1 braille translates each individual print letter, number or punctuation mark into a braille sign. Grade 2 is a short hand version.

**How do I order a Grade 1 braille as the online system only allows me to order a Grade 2?**

AAO and PAAO only allow orders for Grade 2 braille, this does not mean that we cannot supply it. Make your order for Grade 2 braille, then email [additional\\_requirements@pearson.com](mailto:additional_requirements@pearson.com) providing your order number and the request that you require Grade 1 Braille.

**What time will PDF papers be sent before the published start time?**

Papers that are due to be sent via secure file transfer (SFT) will be sent 90 minutes before the allocated start time. Centres are not permitted to open papers for the session prior to the 90 minutes, by opening paper this is considered malpractice.

**Can I order mock papers that have been modified?**

Yes. Past papers can be found on the Pearson Qualifications website.

<https://qualifications.pearson.com/en/support/support-topics/exams/special-requirements/modified-papers.html>

For the subjects that have been modified there will be a zip file containing all modifications that were created for that series. Where papers have been modified in braille the Duxbury file will be supplied within the zip file.

If you cannot find a paper, please contact [additional\\_requirements@pearson.com](mailto:additional_requirements@pearson.com)

**What system requirements are there for interactive PDF's?**

There are various versions of software that you can use. If you have software installed, you can download a past interactive paper to test it.

**How do I receive a paper via Secure File Transfer (SFT) if I don't have an account?**

If you have not received a SFT in the past you can register to access the system prior to receiving your paper by visiting <https://sft.pearson.com/bds/UserRegister.do> or via the link in your first delivery notification email.