

**Anglia Examinations UK  
Examination Procedure Handbook  
Updated  
2015**

This version of the Anglia handbook provides centres/schools with specific guidelines for the examination process. The extended handbook details in full the policies and procedures that Anglia uses to ensure that the running of the examinations is, at all times, successful and fair.

## **The Anglia Representative and Examination Centres**

All centres and satellite centres must be authorised by Anglia Examinations UK. The job of the Anglia Representative is to provide the formal communication link between the centres and Anglia Examinations UK.

Centres are required to make their own arrangements for the delivery of examinations. These arrangements should be made in conjunction with the regulations and requirements as set out by Anglia Examinations UK in the Administration Handbook.

## **Aim Awards**

The top four levels of the examinations have been developed into Ofqual-approved qualifications by AIM Awards, an Ofqual accredited UK awarding organization. These levels are Intermediate (B1), Advanced (B2), Proficiency (C1) and Masters (C2). Anglia Examinations works in partnership with Aim Awards to ensure any centre which delivers or plans to deliver any of these levels adheres to the regulatory conditions required by AIM Awards and the Ofqual. Representatives will ensure that their centres are also Aim awards centres.

## **Planning for the examinations.**

Anglia Examinations UK requires details of numbers of candidates at each level six weeks before the published examination date. The Anglia Representative in negotiation with individual centres coordinates the closing date for entries for centres to merge with the Anglia Examinations UK deadline for entry numbers. Entry figures at the different levels will be required along with the number of CDs the examination cohort will need.

Final Candidate number lists should be confirmed with Anglia Examinations no later than 28 days before the published examination date.

Once the candidate number list has been received by Anglia Examinations UK further changes must be notified as soon as possible.

Anglia Examinations UK will use these numbers to arrange the printing of the required papers and the CDs for the listening section.

A candidate entry list must be completed by the centre/school and returned to the Anglia representative within dates agreed between the centre and the representative. The entries must be sent in the form of an Excel spread sheet with the correct data field headings. [A master representative entry form can be sent on request]. Headings must include C/N (candidate number) First Name, Last Name, Level, DOB, School and Town.

This document holds key data as it forms the basis for candidates' entries, paper marking, formulation of results and certification.

From the candidate entry lists an Attendance Register will be drawn together by the Anglia representative and be available within the centres/schools for the examination sessions. In terms of administration it would help ensure the success of the examination process if the attendance registers were split into halls/rooms as well as by time/day by the centres/schools.

Candidates should be seated in candidate number order where possible. The original attendance lists should be checked and sent to the Anglia representative. The representative will forward these to Anglia Examinations UK at the same time as the completed scripts.

## **Security of Examination Papers and Other Examination Materials**

Examination papers and other examination materials will be dispatched by Anglia Examinations UK in sealed packages/boxes or via the Anglia FTP system if there is a prior agreement with the Chief Examiner. They will be sent to the Anglia Representative.

Examination packages should be checked on receipt to ensure that:

- contents are exactly as ordered
- there is no damage to the package contents
- there are no apparent breaches of security e.g. tampering with sealed packets/boxes

Examination papers and other examination materials must be stored in sealed envelopes and locked in a secure place at all times.

Security and confidentiality are essential. Access to live examination papers should only be made available to named, authorized, personnel.

The contracted Anglia Examinations representative is responsible for checking that sufficient examination papers have been supplied, and for making them ready for distribution to the centres and satellite centres.

The packets or envelopes containing examination papers and other examination materials must not be opened by the examinations administrators or the invigilators until the scheduled examination time. Where CDs or other listening materials are used, it is permitted to test these materials to ensure they are in good working order. Any deficiencies should be reported immediately to Anglia Examinations representative so that appropriate measures can be taken.

## Inside the Examination Room

### Invigilators

The Anglia Representative is responsible for appointing and training invigilators. There must be at least one invigilator present per 30 candidates.

Where there are fewer than 30 candidates a sole invigilator may be used together with a roaming assistant who must be available for the invigilator without them having to leave the room or disturb the candidates.

Where a sole invigilator exists, he/she cannot be a relative of a candidate, or a teacher who has prepared students for the examination being taken.

All candidates in the room must be clearly visible to the invigilator at all times.

Invigilators must be aware of '*Instructions for Invigilators*' and '*Instructions for Candidates*' [See Appendix] and have a copy to hand at all times during the examination.

### Examination Halls/Rooms

Examinations should be run according to the '*Centre Instructions for the Conduct of Examinations*'. [See Appendix]

Anglia Examinations UK reserves the right to visit any room at any time during examinations to ensure all procedures are being correctly adhered to.

Only authorised personnel are to be allowed access to the examination hall.

Candidates are under examination regulations of Anglia Examinations UK from the moment they enter the room. They remain under these examination regulations until all examination papers have been collected and the candidates have left the room.

The Anglia Representative is responsible for ensuring that all instructions are met and carried out. Centres may be subject to inspection during any



examination period by a member of staff from Anglia Examinations UK to ensure all regulations are being adhered to.

All candidates must sit the examination at the designated centre.

Under special circumstances provisions can be made to sit an examination at a different venue. Anglia Examinations UK must be notified at least 4 weeks prior to the date of the examination. Where this is not possible, notice should be given as soon as it becomes available.

Any hall/room in which an examination is to be sat must comply with the following regulations.

**General Arrangements:**

- The room must be arranged so that candidates face in the same direction. Desks should be 1.25m apart so that the invigilator can walk between them.
- Writing surfaces should be as flat and smooth as possible, since holes and cracks in the surface make it difficult for candidates to write clearly.
- The temperature should be appropriate for the season and at the right temperature before the candidate arrives.
- Lighting must be adequate for reading and completing the examination scripts.
- The room should be located in a quiet area away from external noise.
- The room should have a clock and a board on which to record the start and finish times of the examination. These should be positioned so that all candidates can see them without having to turn around.
- Listening equipment must be in good working order and the audio tracks tested to ensure they can be heard in all part of the room.
- Any display material that may be of assistance to candidates must be removed prior to candidates entering the hall.
- The *Instructions for Candidates* notice must be displayed both inside and outside the hall.
- Have available:
  - extra pens/paper
  - coloured pencils
  - method to attach extra paper [e.g. staples]
  - method to contact outside of examination room if required [invigilator mobile phone]
  - spare blank labels.





## Before they touch the Examination paper

Candidates should be seated in candidate number order where possible.

Invigilators must confirm and be satisfied with the identity of all candidates sitting the examination. Do they match the information on the attendance list? By signing the attendance register the invigilator/head of centre takes responsibility for confirmation of candidate attendance at the examination.

Invigilators must ensure that candidates only bring into the room permitted stationery/equipment, as stated on the exam paper.

Invigilators must remove any unauthorised items and place them out of reach of the candidates.

Where applicable, the invigilator must ensure that candidates are sitting in the right seats.

## Beginning the Examination

Before candidates commence work they must be reminded of certain things:

- Candidates should be informed that they are subject to the examination regulations of Anglia Examinations UK
- Remind candidates of the '*Instructions for Candidates*' (suggested speech in *Instructions for Invigilators*). [find in Appendix]
- Check that candidates do not have any unauthorised items - warn them that failure to switch off mobile phone, listening device (iPod) or attempts to access notes etc. could result in disqualification based upon the invigilators report.
- Check that candidates have the correct materials (examination papers, pens etc.) to complete the exam. Both papers may be placed on the candidate's table, the Listening paper, the first to be opened should be face up and the Read/Write paper face down until required.
- The invigilator must draw the candidate's attention to instructions printed on the front of the exam paper.
- Ask candidates to check their candidate label or to enter name/candidate number and school/centre] in block capital letters. They should report any error to the invigilator who will report this to the representative. [e.g. ANDREW CLEAR 25611 LEGRANGE COLLEGE]

- Clearly inform candidates when they are to begin and finish the examination, reinforcing this via the visual information set out on the white/black board. Remind candidates of regulations for leaving the exam room during the exam. Tell them that a verbal warning 10 minutes before the end of the examination will also be given, preparing them for the finish.
- Tell candidates the examination is now starting.

### During the examination

Candidates must be supervised at all times throughout the examination - from when they enter the room until all examination papers have been collected.

**Any candidate arriving late will be not be admitted to the exam room until the listening section of the examination has been completed.** However candidates must be ready to enter the room/hall within the first half-hour of the examination commencing. Late arrivals will not have extra time or be given access to the listening section. **Latecomers who arrive after the first half-hour will not be admitted to take the examination.**

If possible contact candidates absent and enquire as to why they are not at the examination. **Ensure the attendance register is updated prior to the finish of the examination**

**The invigilator must complete the Attendance Register.** Candidates who have been formally withdrawn prior to the examination should be marked with a **W**. Candidates who are entered but not present for the examination should be marked with an **A**. Candidates who failed to provide satisfactory identification should be marked with an **I**.

For candidates who failed to provide satisfactory identification but were allowed to sit the examination, an accompanying letter should be sent with details regarding what (if any) identification was provided, or how the candidate was identified (via teacher etc.).

The listening paper will be completed first. Once the listening track is finished the candidates will have a set time to review their paper and then it must be collected in by the invigilator. The candidates may continue the examination and start the Read/Write paper once all listening scripts have been collected and invigilator issues clear instructions to do so.

## Leaving the examination hall before the end of the examination

Candidates may only leave the examination hall under the following circumstances:

- In the first half hour - with the permission of the invigilator, in extreme circumstances.
- Temporarily - only if accompanied by an Invigilator or Assistant
- After the first half hour has elapsed, but not during the final 10 minutes. The candidate must get permission from the invigilator, have their paper taken from them by the invigilator, and not be re-admitted to the examination hall.
- When ordered to do so by an invigilator.
- In an emergency. [See appendix]

### At the End of the Examination

Once the permitted time has elapsed candidates must be told to stop writing.

The Invigilator must tell candidates to check that all personal details have been correctly entered or candidate's labels attached.

Ensure candidates secure any extra sheets used to their examination papers.

Invigilators should collect all examination papers before the candidates leave. Papers should be checked during collection to ensure personal details have all been filled in correctly.

**Tell candidates they may leave the examination hall.** Make sure they do not take any examination papers or other materials with them. Make sure they take all personal belongings with them.

### Final Administration duties:

Scripts should be checked to ensure they match up with the attendance list.

The scripts should be collated as per the attendance list (**usually by candidate number**). Fully completed Attendance Registers must be enclosed in the envelope containing candidate examination papers. Each centre should also keep a copy.

Examination scripts and attendance lists must be packed by the invigilator and sealed securely. An Anglia Examinations UK confirmation form must be

signed by the invigilator and head of centre to verify that all examination procedures have been adhered to.

Any unused examination papers and other examination materials must be returned to Anglia Examinations UK. All examination papers and other examination materials remain the property of Anglia Examinations UK at all times. **Copying of used or unused papers and listening materials requires permission.** [www.anglia.org.uk](http://www.anglia.org.uk) has samples of papers at all levels.

Sealed packages must be sent back at the earliest available opportunity to Anglia Examinations representative (preferably on the day taken). Where this is not possible, scripts must be secured and locked in the same way as storing papers before the exam.

**Consignments MUST be sent by courier system to ensure security.**

The Anglia Examinations representative will collate the scripts received from the centres and forward them to Anglia Examinations UK as soon as possible.

Copies of shipment documents should be retained by the Anglia representative. An email informing Anglia Examinations UK of the number of packages/boxes in transit should also be sent.

### **Results and Certificates**

The results are issued to the Anglia Examinations Representative approximately 4-8 weeks after the date of examination depending on the size of the cohort. **The results are provisional and may change due to routine administrative checks or as the result of an enquiry.**

All enquiries must be made **within 28 days** of the issuing of the results and it is therefore vital for centres to pass on the results list to candidates straight away.

For full details of how to make an enquiry, see '*Appeals Procedure*' in the Administration Handbook. **A fixed fee is charged when a request is made.** This fee is refunded if the outcome of the examination is changed as a result of the appeal.

Certificates are issued approximately 4-6 weeks after the results have been issued. Certificates are normally sent to the Anglia Representative, who is responsible for dispatching the certificates to candidates. Names on the certificates will be based solely upon the data sent on the candidates' entry list.

AESL certificates have a number of security features in them in order to make it difficult for forged copies to be produced

A replacement certificate will only be issued on the following conditions:  
(i) the original certificate is returned due to having an incorrect name based on error by the Anglia office UK. The new certificate will be supplied free of charge. (ii) If a new certificate is required due any other reason a duplicate certificate fee will be charged.

To obtain a replacement certificate the centre/candidate should contact the Anglia representative. **The following information will be required: Full name, candidate number, examination date and centre/school.**

All replacement certificates have the word 'duplicate' printed across the bottom edge.

Replacement certificates will not be issued to accommodate name changes (such as by marriage or by Deed Poll).

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Appendices

- 1) Anglia Examination Checklist.
- 2) Code of Conduct.
- 3) Emergency Procedures.
- 4) Instruction for Invigilators/candidates
- 5) Examination Support.
- 6) Applications for Special Consideration
- 7) Application for Candidates with Learning Difficulties or Specific Needs.
- 8) Anglia Access arrangements/Special forms.
- 9) Data transfer Examples.

## Anglia Examinations UK Basic Administration

### requirements: centre & representatives

1. Confirm Examination dates with Anglia UK.
2. Send candidate numbers per level to Anglia UK + request for number of listening CDs.
3. Secure papers & CDs on their arrival prior to use during the examination.
4. Candidate entry list for the examinations should be sent to Anglia UK as soon as it has been finalised. Large cohorts may believe it necessary to complete the examination session before sending the database to Anglia UK in order to ensure accuracy. Proficiency should be used for both General proficiency level and the AcCEPT level.
5. Clarify any 'fast track' requirements 2 weeks prior to the examination session.
6. Complete Access arrangements. (Special consideration, Learning difficulties etc. Use the appropriate forms within this publication.)
7. Complete clear labels for each candidate ensuring no duplication of candidate numbers, correct spelling of names and correct level.
8. Attendance registers: Build your own register [Names + candidate numbers].
9. Invigilators to check attendance register for Absentees.
10. Invigilators to check candidate's names, levels, ID. Issue blank labels if required.
11. List of unknown absence to must be checked. Additional/late entries must be made clear.
12. Conduct examinations within given guidelines.
13. Update Attendance register to accommodate late arrivals/special consideration issues e.g. illness during exam, make notes etc.  
**Register completed and signed.**
14. Document any problems/issues for future enquiries to Anglia UK
15. Completed database to be sent to Anglia UK within 24 hours of the examination session being concluded. Special needs/special consideration notice/late entries should be included. The term Proficiency should be used for both AcCEPT and General English.
16. Fast track candidates to be entered on a separate database, scripts to be kept separate and sent grouped together ready for easy access for early marking. List of Universities applied for to be entered on the database against each candidate.
17. Database to be sent to Anglia UK via FTP system [Anglia UK to support representatives who wish to use FTP] email or on a CD. Microsoft Excel or Access files are acceptable

18. After examination completed box papers, final attendance check, added to the box/package and send on to the Anglia UK.
19. Scripts found at the marking session but not on the database to be entered by Anglia UK staff.
20. **Provisional results arrive.** Check them and contact your representative for **examination enquiries**.
21. Once enquiries are completed, inform the candidates of the final results.
22. **Certificates arrive from Anglia Examinations.** Check for accuracy [correct name/level] before awarding to candidate. Inform the Anglia UK of any errors and Anglia Examinations UK will deal with the issue immediately.



## SUMMARY OF CENTRE REQUIREMENTS

The following conditions will be implemented by centres offering Anglia Examinations.

1. Examination papers and cassettes/CDs must be kept in a secure environment until the time of the examination. They must be taken into the exam room in sealed packages and opened by the invigilation staff at the appointed time.
2. The room must be arranged so that candidates face in the same direction. Desks should be 1.25m apart so that the invigilator can walk between them.
3. Writing surfaces should be as flat and smooth as possible, since holes and cracks in the surface make it difficult for candidates to write clearly.
4. The temperature in the room should be appropriate for the season and at the right temperature **before** the candidates arrive.
5. Lighting must be adequate for reading and completing the examination scripts.
6. The room should be located in a quiet area away from external noise.
7. The room should have a clock and a board on which to record the start and finish times of the examination. These should be positioned so that candidates can see them without having to turn round.
8. The listening equipment must be in good working order and the cassette tape/CD audible to every candidate.

Signed .....

Name (please print clearly)

Position.....



## Emergency Procedures

In the event of an emergency it is the invigilator's responsibility to:

- Ensure as the main priority the safe evacuation of the examination hall in accordance with local emergency evacuation procedures.
- Ensure, where possible that all examination papers and any other examination materials remain in the examination hall.
- Ensure that candidates are supervised so that minimal contact between them is made.
- Ensure that on return to the building candidates are allowed the full remaining time from when the room was evacuated.
- Make a report of the incident including details of time, reason, and supervisory details, how long the students were out of the exam hall etc. and send this report to Anglia Examinations UK.

### Contacts:

- 1 Local Anglia representative. [1<sup>st</sup> point of contact]
- 2 Anglia Examinations UK  
01243812943  
[Robert.Piernikarski@chichester.ac.uk](mailto:Robert.Piernikarski@chichester.ac.uk)
- 3 [www.anglia.org](http://www.anglia.org)

## CONDUCT OF ANGLIA EXAMINATIONS

### INSTRUCTIONS FOR CANDIDATES

- You must provide proof of your identity.
- You must not bring into the exam room: bags, mobile phones, books, notes, dictionaries (including electronic).
- You must not turn over the question paper until you are instructed to do so.
- You must not lend anything to, borrow from, or communicate in any way with other candidates during the exam.
- Do read the instructions on the front of the question paper very carefully and follow instructions. If you do not do so you will **LOSE MARKS**.
- Please do not write in pencil. You must use a PEN.
- During the exam, if you need something, raise your hand and an invigilator will come to you but do not ask the invigilator to explain the meaning of a question.
- You may not leave the exam room in the first half hour. If you finish before the end of the examination raise your hand. The invigilator will take your answer paper from you and then give you permission to leave the room quietly.
- You may not leave the room during the last ten minutes.
- When the invigilator tells you that it is the end of the examination you must stop writing immediately.
- Stay in your seat and wait until all the scripts and unused stationery have been collected. Then the invigilator will give you permission to leave.

This notice must be displayed outside the Examination Room and a copy given to every student at enrolment.



## INSTRUCTIONS FOR INVIGILATORS

### To the Invigilator

Please read the following instructions immediately and make sure you understand them.

As well as these instructions, you should be familiar with the *Centre Instructions for the Conduct of Examinations*, the *Summary of Centre Requirements* and the *Instructions for Candidates*.

All invigilators must arrive at the examination room no later than 30 minutes before the published start time.

For the duration of the examination, an invigilator must not be engaged in any other activities.

You may not be the sole/chief invigilator if you are a relative of a candidate, or a teacher who has prepared the candidates for the examination.

### Before the Examination

Ensure that the examination room set-up is as set out in the *Summary of Centre Requirements*. If you are not satisfied that the criteria is met and it cannot be dealt with by the invigilators, please contact your Anglia Representative immediately.

Open the examination pack. It should contain a question/answer paper for each candidate; tape/CD for a listening examination; extra answer sheets; an attendance sheet; a sheet with any additional information; an envelope for the return of question/answer papers and the attendance sheet.

If you feel there has been any breach of security with the examination pack please contact the Anglia Representative immediately.

The front of the examination paper details all authorised materials that candidates can have in their possession. Any special provisions will be detailed on the additional information sheet.

Examination papers should be placed face-up on the desks before the candidates enter the room.

Candidates should be admitted to the exam room no more than 15 minutes before the scheduled start time.

Candidates should enter the room silently, only bringing in with them materials allowed to sit the examination. Any bags and other materials must be left outside or at the back or front of the room, out of reach of the candidates and in view of the invigilators.

Candidates must be reminded that they are under the examination regulations of Anglia Examination Syndicate from when they enter the room until they leave or until ALL papers have been collected.

Candidates must be reminded that they are not to be in possession of any unauthorised materials or equipment, including dictionaries, notes, calculators, mobile phones or any other communicative device.

The following is a suggested script to read to candidates:

“You are now subject to the examination regulations of Anglia Examination Syndicate. **Only** material listed on the front of the examination paper is permitted in the exam room. **No other material is permitted.** If you are found to have any other material, **even if you did not intend to use it**, then you are in breach of the examination regulations and will be reported to Anglia Examination Syndicate. Normal practice in these circumstances is to disqualify you from the examination. Check now that you are not in possession of any unauthorised materials, such as notes, books, dictionaries, calculators, mobile telephones or any other communicative device. Please ensure that **all mobile phones are switched off.** Please hand in now any unauthorised items you may have. Check that you have the **right examination paper** on the desk in front of you. Stick your candidate label in the correct place or fill in your personal details on the front of the paper. Place your **identity card on your desk** so invigilators can check it during the examination without disturbing you. All answers must be **written in pen only.** Do not use pencils, except for colouring in. You may **not communicate** in any way with another candidate. Should you require any assistance, raise your hand and an invigilator will come and help you. No explanation can be given as to the meaning of the question. You may **not leave the room** in the first half hour of the examination. You will be told when you have 10 minutes of the examination left. During this **last 10 minutes** you must remain in the room. The examination lasts for ..... **hours**, and will **finish at** ..... Good Luck. You may **begin writing.**”



**Anglia Examinations UK**  
**Support is available for:**

- A permanent or long term disability or learning difficulty.
- A temporary disability, illness or disposition.

**Types of Examination Support available:**

It should be understood that the centres/schools should be responsible for making arrangements for fair and equal access to the examinations.

- Up to 25% extra time - more than 25% is for severe difficulties.
- Rest break/s.
- Separate room.
- Permission to read aloud.
- The use of a reader.
- The use of a scribe.
- Prompter.
- Signer/interpreter/reader (hearing impaired).
- The use of a coloured overlay/coloured paper.
- The use of a lap top/word processor.
- The use of a bi-lingual translation dictionary.
- The use of a practical assistant.
- Braille papers (modified papers).
- Enlarged print papers.

Other requests/variations on the above will of course be considered.

**Evidence Required**

All requests for examination support **MUST** be accompanied by supporting evidence.

**Types of evidence acceptable to the Examination Boards:**

- Educational Psychologist's report - must be current/valid, within two years of the date of the exams.
- Specialist Teacher's Assessment report - must be current/valid within two years of the date of the exams.

Medical letter - must be specific **and** recommend, in detail, the support being requested. For a long term, physical/medical condition, which is not going to change i.e., hearing/visual impairment - a letter from a doctor/optician or hospital report, is acceptable in most cases. A condition, which is not permanent, but which will not go away, will need a letter each new academic year confirming the diagnosis.

## Appendices

### Steps taken to ensure equal opportunity for all candidates:

- Establish clear lines of communication with the staff responsible for special educational needs at the centre/school.** It is important that we work together to compile a complete list of the candidates who may need access arrangements. This will help to ensure that you make all the necessary applications. Begin this process as soon as the candidates make it known they will participate in Anglia Examinations. This will allow adequate time for any testing of the candidate which may be necessary, and to provide the reports required as evidence of need.
- Make your applications as early as possible once the examination session dates are known.** Ideally this should be the first of many tasks to be done after entries have been made. If the evidence reports are current when you make the application, this will ensure approval for a future period of 5 years (providing the candidate's needs do not change). Consider appropriate arrangements for candidates with complex needs at the beginning of the examination session/course and not just before the first examination for the candidate is due to take place.
- Agree responsibility for each step in the process.** Clarify who is responsible for gathering, recording and filing supporting evidence, liaising with teaching staff within the center/school, submitting applications to the Anglia representative, and then to Anglia Examinations UK, and setting the timescales for these actions.
- Arrange appropriate rooming and invigilation.** Those responsible within the centre/school will need to ensure that suitable rooms, necessary technical equipment and appropriately trained readers and scribes are available when making access arrangements for the exams session. Invigilators must be made aware of any access arrangements in place.
- Create a yearly access arrangements folder with sections for each candidate's applications.** Once you have made an application for special access arrangements Anglia Examinations will return its decision and place the candidate into its Special Access Arrangements Database for future use. (Hence the need to keep Anglia advised of any changes) Please print the decision and file it with the appropriate evidence of need (long term or temporary condition) into a folder of your own. From the start of the 2009 academic year, centres must ensure that appropriate documentary evidence supporting applications is kept on file in the centre and made available when requested by the Anglia Examinations UK or Anglia representative Centre Inspector.
- Be aware of the correct procedures to follow in the event of unexpected circumstances on exam days.** [Special Consideration] Examples of this are if a candidate breaks a limb or suffers a major

trauma such as bereavement immediately before an exam. Here it may be necessary to apply for a temporary access arrangement. An application for Special Consideration may also be advisable where a candidate has been disadvantaged during an exam.

### Applications for Special Consideration

The **Anglia Representative**, as outlined in the '*Access and Fair Assessment Policies and Procedures*' document, should make applications for Special Circumstances.

Any candidate, who is disadvantaged either immediately before, or during the examination, may be entitled to Special Consideration.

All applications for Special Consideration must be made to Anglia Examinations UK no later than 14 days after the date of the examination. This application should be in the form of a detailed report outlining the reasons for application. The chief invigilator should make the report. The Anglia Representative should also sign it. (Applications solely from individuals or schools will not be accepted) .Anglia Examinations UK must receive applications for Special Consideration no later than 14 days after the examination.

Possible reasons as to why Special Consideration may be given include:

- A candidate becoming ill immediately prior to, or during the examination.
- A candidate suffering from stress due to factors such as death of a close friend or relative or severe family/domestic problems.
- Disturbance during an exam e.g. an emergency evacuation.
- Poor quality listening materials or equipment.
- Unsuitable or unsatisfactory conditions for candidates who have been granted Reasonable Adjustments.
- A candidate missing part of an examination due to circumstances completely outside their control, such as illness, injury, unavoidable transport failures or the death or funeral of a relative or close friend.

The reasons stated above are not exhaustive. Other reasons may be acceptable; each case is administered on an individual basis.

Once an application for Special Consideration has been received, Anglia Examinations will notify the centre which made the application. If a request is not considered acceptable the Anglia Representative will be notified of this in writing.

## Application for Candidates with Learning Difficulties or Specific Needs:

Anglia Examination UK is owned by Chichester College and follows the College Equality and Diversity Policy.

In accordance with the Disability Discrimination Act (1995) and the Special Educational Needs and Disability Act (2001), Anglia Examination UK will not discriminate against a person on the grounds of a person's disability or special educational needs.

### Basic Guide to Learning Disability:

Learning disabilities can be categorized either by the type of information processing that is affected or by the specific difficulties caused by a processing deficit.

#### Information processing deficits

Learning disabilities fall into broad categories based on the four stages of information processing used in learning: **input, integration, storage, and output.**

#### Specific learning disabilities

Deficits in any area of information processing can manifest in a variety of specific learning disabilities.

- Reading disability** The most common learning disability. Of all students with specific learning disabilities, 70%-80% have deficits in reading. The term "**dyslexia**" is often used as a synonym for reading disability.

Common indicators of reading disability include difficulty with phonemic awareness - the ability break up words into their component sounds, and difficulty with matching letter combinations to specific sounds (sound-symbol correspondence).

- Writing disability**

Speech and language disorders can also be called **Dysphasia/aphasia**. Impaired written language ability may include impairments in handwriting, spelling, organization of ideas, and composition. The term "**dysgraphia**" is often used as an overarching term for all disorders of written expression. Others, such as the International Dyslexia Association, use the term "**dysgraphia**" exclusively to refer to difficulties with handwriting.

**Maths disability**

Sometimes called **dyscalculia**, a maths disability.

**Nonverbal learning disability**

Nonverbal learning disabilities often manifest in motor clumsiness, poor visual-spatial skills, problematic social relationships, difficulty with math, and poor organizational skills. These individuals often have specific strengths in the verbal domains, including early speech, large vocabulary, early reading and spelling skills, excellent rote-memory and auditory retention, and eloquent self-expression.

**Dyspraxia**

Sometimes called motor planning, dyspraxia refers to a variety of difficulties with motor skills.

**Disorders of speaking and listening**

Difficulties that often co-occur with learning disabilities include difficulty with memory, social skills and executive functions (such as organizational skills and time management).

**Auditory processing disorder**

Difficulties processing auditory information include difficulty comprehending more than one task at a time and a relatively stronger ability to learn visually.

A Disability or Special Educational Need may include, but is not exclusive to:

- Permanent long-term disability, such as visual, hearing or speech impairment;
- Special Educational needs, such as dyslexia;
- Long-term illness, such as cancer or diabetes;
- Short-term medical conditions, such as glandular fever;
- Short-term physical impairment, such as fractured limbs.

Anglia Examinations UK will make every effort to cater for the requirements of any candidates with special needs sitting the examination in order to help them understand what is required of them, to convey their answers and to demonstrate their English to the best of their ability. This can be done by providing a modified version of the examination paper (e.g. Braille), the

provision of administrative arrangements (e.g. extra time), or the exemption from certain sections of the examination (e.g. no listening test).

Applications for Reasonable Adjustments must be submitted to the Head of IT and Operations, Robert.Piernikarski@chichester.ac.uk

Six weeks' notice must be given for applications for modified versions of the examination papers (e.g. Braille version). All other applications for Reasonable Adjustments must reach Anglia Examinations no later than the date of entry, except in cases of temporary disability which only become known after the date of entry.

A centre may only make Reasonable Adjustments for candidates with permanent disabilities where prior approval has been granted beforehand by Anglia Examinations. For a candidate with a temporary disability, such as a broken arm, which only becomes known about shortly before the examination, centres should contact Anglia Examinations immediately to obtain authorisation to make Reasonable Adjustments. If this is not possible, a centre may make Reasonable Adjustments at their own discretion and in accordance to the regulations for Reasonable Adjustments.

A report containing details of any such arrangements made, and the reason why Anglia Examinations was not informed beforehand must be submitted immediately after the examination.

Applications for Reasonable Adjustments must be accompanied by a note detailing any such Disability or Special Educational Need. This note must be from a registered medical practitioner. This note **must** be translated into English otherwise it will not be accepted.

The different types of provision available to a candidate requiring Reasonable Adjustments are as follows:

1. Additional time and/or supervised breaks
2. Modified examinations
  - Modified question papers
  - Modified listening components
  - Modified speaking tests
3. Exemption Certificates / Special Endorsements
4. Reading of question papers
5. Recording of answers
6. Transcript production



## Notes for Application for access arrangements

These forms should be used when applying for specific access.

PAS Form 1	Special paper
SCA Form 2	Special Consideration
LDA Form 3	Learning Difficulties
SFAP Form 4	Special Factors affecting performance

Please complete the sections as follows.

In the **Examination series** please indicate the month and year  
[E.g. June 2009]

**Candidate Name:** Please PRINT in Capital letters

**Candidate Number:** This number is supplied by the Anglia representative. It will be added to your form by the Anglia representative if unknown to you.

**Special Consideration reasons:** Please state precisely the nature of the circumstances.

**Learning difficulties:** Please state precisely what the recognised difficulty is and what if any arrangements have been made by the centre.

**Special Factors:** Please state precisely the nature of the disability or indisposition and its effects in relation to assessment. [E.g. Polio affecting use of the hands]

**Lost scripts:** Please submit candidate numbers/Names of those of similar ability to those of the candidate whose paper(s) have been lost.

**Declaration:** The head of the centre and Anglia Representative should sign each form to take responsibility for the accuracy of the information.

PAS Form 1	Special paper
SCA Form 2	Special Consideration
LDA Form 3	Learning Difficulties
SFAP Form 4	Special Factors affecting performance