

Overview of access arrangements for Mathematics and English Skills – 3850

Information & Guidance for centres in
Jamaica

What are reasonable adjustments and access arrangements?

Access arrangements

- Access arrangements allow candidates to show what they know and can do without changing the demands of the assessment.
- Access arrangements are agreed before an assessment between the centre and the candidate. Arrangements should be in place during the course itself and should not be used just for the examination.
- They allow candidates with special educational needs, disabilities or temporary injuries to access the assessment.

Reasonable Adjustments

- How reasonable the adjustment is will depend on a number of factors including the needs of the learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.
- There is no duty on an awarding organisation to make any adjustment to the assessment objectives being tested in an assessment.

Examples of access arrangements:



Where to find guidance on access arrangements

The 'Access Arrangement' tab within the [Centre document library](#)

This includes links to:

- **Joint Council for Qualifications(JCQ) Access Arrangements and Reasonable Adjustments:** This is a guidance for evidence requirements for various arrangements

Forms for:

- [Modified question papers \(Large font, Braille\)](#)
- [Access Arrangements for International Centres](#)
- Scribe Cover sheet
- [Special Consideration](#)

The screenshot shows the City & Guilds website interface. At the top, there is a navigation menu with links for ABOUT, OUR OFFER, QUALIFICATIONS, APPRENTICESHIPS, TECHNICALS, T LEVELS, RECOGNITION, **QUALIFICATION DELIVERY**, and INTERNATIONAL. Below this is a search bar with the text "Search the site:" and a "SEARCH" button. The main content area features a large blue diamond icon and the heading "Centre document library". To the right of the heading is a circular image showing three people (two women and one man) looking at a laptop. Below the heading, there is a breadcrumb trail: Home > Qualification delivery > Centre development > Centre document library. The main content area is titled "Centre document library" and contains a paragraph of text: "The centre document library is a resource area designed for our centres and has practical guidance information to help you with every aspect of running our qualifications. The guidance covers everything from initial approval and centre charges, malpractice, to learner exam administration, policies and procedures." Below this text are two red buttons: "Quality Assurance" (with a downward arrow) and "Access Arrangements" (with an upward arrow). Underneath these buttons is a section titled "Guidance documents" which lists three items: "JCQ Access Arrangements and Reasonable Adjustments", "JCQ - A guide to the special consideration process", and "Access arrangements - When and how applications need to be made to City & Guilds (PDF)". To the right of the main content area is a sidebar with a red header "RESOURCES AND SUPPORT" and four links: "Offer our qualifications", "Study Programmes", "Funding our qualifications", and "Walled Garden". At the bottom of the sidebar is a red box with the heading "CUSTOMER SERVICE FEEDBACK" and the text: "We are committed to improving your experience by listening to comments and feedback. If you would like to provide feedback please get in touch. Send Us An Email >".

Normal way of working

The access arrangement(s) put in place must reflect the support given to the candidate in the centre, for example in:

the
classroom

mock
exams

the
workplace

This helps to ensure that:

- the candidate receives the access arrangements they need, and
- the candidate is familiar with using those access arrangements when they do their assessments.

Competence standards

- We cannot permit any access arrangement where they would invalidate the competence standards
- Candidates must not receive marks for something somebody else has done.

Examples

Assessment	Not permitted	Permitted
Testing reading	Human reader	Screen Reader
Testing writing	Getting marks for spelling when using a scribe (and they've not dictated letter by letter)	Candidates lose marks for spelling & punctuation, if this was completed by the scribe

Centre delegated access arrangements

The following can be permitted by the centre, without approval from City & Guilds

coloured overlays

magnifier

prompter

read aloud

reading pen

supervised rest
breaks

word processor
(without
spell/grammar
check)

Centres must keep records of all access arrangements given and these must be shared with City & Guilds on request

Arrangements specific to 3850 Maths and English

Centres should refer to the [Qualification handbook](#) which details the reasonable arrangements that are permitted for individual assessments within 3850.

- Reading within the Certificates in English qualifications is defined as the independent decoding and understanding of written language and text in a purposeful context. A 'human' reader cannot be used to demonstrate the requirements of the standards as this does not meet the requirement for independence
- Writing within the Certificates in English is defined as the independent construction of written text to communicate in a purposeful context. A 'human' scribe cannot be used to demonstrate the requirements of the standards as this does not meet the requirement for independence.

However, candidates can use assistive technology like screen reading software for reading or voice recognition technology for writing, if it's their normal way of working. The table below summarises the overall guidance for English Reading & Writing.

Assessment	Section	Access arrangements permitted
3850 - English	Reading Section including Source Document	Extra time & Scribe; Reader/ Signer not permitted
	Writing Section	Extra time & Reader, Scribe not permitted
3850 - Maths	Maths	Reader, Scribe & Extra Time

- There is no restriction on the use of Readers and Scribes for the 3850 Mathematics qualification. Both arrangements can be permitted after approval.
- If a candidate is eligible for a scribe but cannot use it (for e.g writing examination) then we can consider giving more additional time than normal i.e 50% extra time instead of 25% extra time.

Arrangements specific to 3850 Qualification

The 3850 English exams test the candidate's reading as well as writing within the same assessment. Therefore, centres need to ensure that they are providing the appropriate access arrangement to the candidates. Further breakdown in the table below .

	Reader / Scribe allowed	Question Paper element
Stage 1 Reading and Writing Exam		
Section 1	Only Extra time and Scribe	Reading question
Section 2	Only Extra time and Scribe	Reading question
Section 3	Only Extra time	Reading & Writing combined
Section 4	Only Extra time and Scribe	Reading question
Section 5	Only Reader and Extra time	Writing question
Stage 2 Reading and Writing Exam		
Section 1	Only Extra time and Scribe	Reading question
Section 2	Only Reader and Extra time	Writing question
Stage 3 Reading and Writing Exam		
Section 1	Only Extra time and Scribe	Reading question
Section 2	Only Reader and Extra time	Writing question

Important Information & Deadlines

- ❑ If a Scribe / Writer has been used, Centres **must** complete the Scribe Cover sheet.
- ❑ Centres **must** complete the modified paper form for requesting Enlarged / Braille papers.
- ❑ All the relevant forms are available under 'Access arrangements' within the [Centre Document library](#).
- ❑ All queries related to access arrangements must be sent to policy@cityandguilds.com.
- ❑ Requests for Access arrangements like Extra Time, Reader etc must be received by 30th April for the June exams.
- ❑ Requests for Enlarged / Braille papers must be received by 15th March.

“Other” access arrangements

- If you wish to use an arrangement that is not listed in any of the documents, please contact City & Guilds to discuss.
- Arrangements will usually be permitted if they are appropriate for the assessment and for the candidate.
- The fact that it is not listed does not mean it is not permitted.
- City & Guilds makes every effort to provide detailed information to centres, but it is not possible to list every possible access arrangement a candidate may need.
- Please email us at policy@cityandguilds.com to discuss any access arrangements

Special Consideration

- ❑ Special consideration is a post-examination adjustment to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment

- ❑ Centres can apply for candidates who are present at a dated examination and have been disadvantaged.

- ❑ Centres can apply for special consideration for some of the following reasons. The list is not exhaustive.
 - * temporary illness or accident/injury at the time of the assessment
 - * bereavement at the time of the assessment
 - * serious disturbance during an examination

- ❑ Special considerations cannot be applied for some of the following reasons
 - * long term illness or other difficulties during the course
 - * domestic inconvenience, such as moving house, lack of facilities, taking holidays
 - * failure by the centre to process access arrangements by the published deadline

- ❑ Centres **must** complete the special consideration form within five working days of the exam in case they wish to request one.

About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

general.enquiries@cityandguilds.com

www.cityandguilds.com/about-us

01924 930 801
City & Guilds
Giltspur House
5-6 Giltspur Street
London
EC1A 9DE

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2022 The City & Guilds of London Institute. All rights reserved. City & Guilds is a trademark of the City & Guilds of London Institute.

