



How to apply for modified papers

We follow a thorough process to ensure candidates receive the modified papers they need in time for their exams.

This process means that:

- Modified papers cannot be produced at short notice and we cannot guarantee that we will accept applications after the deadline. You should identify possible requirements for modified papers for your candidates as early as possible and inform us as soon as they are known. You should also let us know if you want us to cancel an application or make an amendment to a candidate's modified paper request.
- You must submit a final entry for the relevant candidate, syllabus and component before applying for modified papers. You may need to make your final entries for candidates requiring modified papers before making entries for other candidates.
- Centres are responsible for ensuring they have ordered all of the modified papers required before the deadline. We cannot guarantee that we will be able to produce modified papers in time for the exams after this date.



We receive a modified paper application.

We check the application against the entry for the relevant candidate, syllabus and component.

By identifying any inconsistencies early on, we can:

- correct them so the candidate is not disadvantaged and receives the modified paper they need.
- make sure the modified paper we are producing is needed.

The modified paper is produced. Although some modified papers are pre-produced based on frequent requests from previous series, the majority of modified papers are produced to order.

Checks are conducted to ensure the modified paper is the same quality as other question papers.

The modified question paper is printed.

We despatch the modified question paper to arrive in good time before the timetabled exam date. You may not always receive all modified papers in the same despatch.

Modified papers arrive in question paper packets with a label attached to the front of the packet. Check the label carefully and email info@cambridgeinternational.org if any details are incorrect. Store the unopened packets securely by following the instructions in section 4.3 of the *Cambridge Handbook*.

So you know what to expect, we have reproduced and described the modified papers that are requested most frequently. For a full list of options, see section 1.3.7 of the *Cambridge Handbook*.

Braille

We currently produce modified papers in:

- Unified English Braille (UEB) differs from SEB (Standard English Braille) as there is less to learn for beginners. Some of the complex rules governing contractions have been reduced. Specific indicators are used for bold, italics and underlined text and there are no longer any special codes for maths and computer braille, one code is used for all.

There are two grades of Braille:

- **Un-contracted** (Grade 1) Braille is a straightforward letter for letter, translation from print and includes the alphabet, numbers and punctuation marks.
- **Contracted** (Grade 2) Braille has special signs for combinations of letters and more commonly occurring words, such as 'sh', 'ing', 'the' and 'for'. This reduces the size of braille documents by about 25 per cent, and generally increases reading speed.

There are also special Braille codes, for example for music, mathematics, science and foreign languages.

Coloured paper

You can ask us to print question papers on white, pink, blue, green, grey, ivory, lilac and yellow coloured paper. The image below shows the colours of the papers you will receive if you order yellow, green or blue coloured paper as these are the most frequently requested colours.



Enlarged print for visual impairments

We currently produce modified papers in:

- **18 point bold** – standard paper print enlarged to 18 point bold.
- **18 point bold enlarged to A3** – standard paper print enlarged to 18 point bold then enlarged to A3.
- **A3 unmodified** – standard paper enlarged to A3.

Enlarged print

A sample of an enlarged print question paper. The text is significantly larger than standard. It includes fields for Candidate Name, Centre Number, and Candidate Number. The title is 'CAMBRIDGE INTERNATIONAL EXAMINATIONS Cambridge International General Certificate of Secondary Education'. The subject is '0680/22 ENVIRONMENTAL MANAGEMENT Paper 2'. The date is 'February/March 2015' and the time is '1 hour 45 minutes'. It is marked 'SUITABLE FOR VISUALLY IMPAIRED CANDIDATES'. At the bottom, it says 'READ INSTRUCTIONS OVERLEAF' and 'The whole of this paper is © UCLES 2015.'

Standard paper

A sample of a standard question paper. It includes fields for Candidate Name, Centre Number, and Candidate Number. The title is 'Cambridge International Examinations Cambridge International General Certificate of Secondary Education'. The subject is '0680/22 ENVIRONMENTAL MANAGEMENT Paper 2'. The date is 'February/March 2015' and the time is '1 hour'. It is marked 'SUITABLE FOR VISUALLY IMPAIRED CANDIDATES'. At the bottom, it says 'READ INSTRUCTIONS OVERLEAF' and 'The whole of this paper is © UCLES 2015.'

Simplified carrier language

Not all papers require the language to be simplified. Upon application we will confirm if the paper requires this modification. Please note that simplified carrier language is not available for language papers.

Standard paper:

Before he could start the enterprise, Ollie would need to communicate with stakeholders **in order to** gain their agreement.

Modified paper:

Before he could start the enterprise, Ollie would need to communicate with stakeholders **to** gain their agreement.

Transcript of listening CDs (for use with a live speaker)

This arrangement is suitable for candidates who have learning difficulties or hearing impairments, but are proficient in lip reading. The live speaker reads the transcript aloud to candidates so they can access the contents of the pre-recorded material. See section 1.3.6.5 of the *Cambridge Handbook*.


Modified non-standard papers

If a candidate has specific needs which would not be met by the modified paper options listed in our drop down menu, you should email our Compliance team at info@cambridgeinternational.org with supporting evidence, to discuss the options available.

Modified past papers

We may be able to offer past modified papers where we have produced them in a previous exam series. To check if we have the modified past paper your candidate requires, please contact us by emailing info@cambridgeinternational.org

Hover over the highlighted sections to find out how to complete *Preparation – Form 3* correctly.



Preparation – Form 3

Modified papers

Please read the guidance notes on the next page before you fill in the form.

To return this form please click here this will attach the completed form to an email. Please select the relevant email option for your centre. The email address is already populated. The subject title should not be deleted, please add your centre number and the exam series in the designated areas of the title. Check your form is attached and send. Save a copy of the form for your own records. **If you are an Associate Centre, please submit this form directly to your Cambridge Associate.**

If a candidate has specific needs which would not be met by the modified paper options listed in the drop down menu below, you should email our Compliance team at info@cambridgeinternational.org with supporting evidence, to discuss the options available. Please include your centre number and 'Modified papers' in the email subject line.

We may not be able to supply modified papers if you request them after the deadline. **The deadlines for submitting this form are:**

- June series: 21 January
- November series: 1 July

Centre number

Centre name

Exam series

Candidate number

Candidate name

Syllabus title	Syllabus number	Component number	Type of modified paper required	Coloured paper
				White
				White
				White
				White
				White
				White
				White
				White

Signed (Head of Centre or exams officer)

Name

Date (DD/MM/YY)

If you submit this form electronically please tick the check box as an alternative to signing the form.

Please tick to confirm entries have been made for the candidate, syllabus(es) and component(s) listed above.

Learn more! For more information please visit www.cambridgeinternational.org/examsOfficers or contact Customer Services on +44 (0)1223 553554 or email info@cambridgeinternational.org