

Centre-Delegated Access Arrangements

Read the guidance notes at the end of the form before you fill it in.

Centre number

Centre name

Exam series

Contact name

Candidate number	Qualification e.g. AS/A Level, IGCSE, CHECKPOINT	25% extra time <i>tick if appropriate</i>	Supervised rest breaks <i>tick if appropriate</i>	Separate invigilation <i>tick if appropriate</i>	Read aloud <i>tick if appropriate</i>	Prompter <i>tick if appropriate</i>	Word processor <i>tick if appropriate</i>	Reading pen <i>tick if appropriate</i>	Learning difficulty <i>tick if appropriate</i>	Hearing impairment <i>tick if appropriate</i>	Visual impairment <i>tick if appropriate</i>	Medical <i>tick if appropriate</i>	Other, including transcript, live speaker and colour naming. <i>Please give details.</i>

I confirm, as Head of Centre, that we will do our best to ensure the integrity of the exams and hold the appropriate supporting evidence on file for the candidates above. I understand that Cambridge will take action if they discover that my Centre has breached Cambridge regulations in any way, and that this action could potentially include removing our Cambridge registered Centre status.

Signed (Head of Centre)

Name

Date

(DD/MM/YY)

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

Returning this form

Return this form to info@cie.org.uk. Please include your Centre number and 'Form 4 Centre Delegated Access Arrangements' in the email subject line. Save a copy of the form for your own records.

Guidance notes

Background

Please see section 1.3 of the *Cambridge Handbook* for regulations governing all Centre-delegated access arrangements. Centres are allowed to use certain access arrangements, known as 'delegated access arrangements' without prior permission from Cambridge. However, we must be notified of the use of Centre-delegated access arrangements by the deadline and will issue an acknowledgement in due course.

Deciding on appropriate access arrangements

When deciding on appropriate access arrangements to use, please take the following into account:

- The arrangements the candidate uses everyday, and to access internal assessments such as mock exams
- any difficulties the candidate has experienced, and the remaining effects of these difficulties.

You can make delegated access arrangements for the following:

- extra time up to 25% (not permitted in syllabuses where time is the focus of the exam)
- separate invigilation
- word processor
- visual aids, for example, magnifying glasses
- prompter
- reading pen
- reading aloud
- coloured overlays
- supervised rest breaks
- transcript
- colour naming

Completing the form

- If you decide to use access arrangements without permission, use this form to record the arrangements you are using for each candidate. Our inspectors will ask to see this form if you are inspected during the exam period. Please notify Cambridge of the arrangements used as soon as possible.

If you are using an access arrangement for a candidate with learning difficulties, please keep one of the following on file, along with a copy of this form:

- - a psychological assessment containing tests of speed, carried out by a qualified psychologist confirming a learning disability.
- - an assessment confirming the learning disability, containing tests of speed, carried out by a specialist teacher who holds a relevant qualification.
- - a report, containing tests of speed, written by a qualified teacher who has no additional special needs qualification, but has at least 5 years' work experience in the area of special educational needs.
- If you are using an access arrangement for a candidate suffering from a medical, physical, mental or other ill-health issue, please keep medical evidence e.g. a report, letter or sick note on file with a copy of this form.

Please note all assessments and reports must be dated within three years of the exam series

If your candidate requires Non Centre and Centre-delegated access arrangements, please apply for all on Preparation – Form 1 with supporting evidence

Deadlines

You must send us a copy of this form by the following deadlines:

- June series – 31 March
- November series – 31 August

- **Storing the form**

- Keep a copy of this form, and the evidence used to decide which delegated access arrangements each candidate needed. It will be considered malpractice if you cannot produce the form and evidence when asked to by a Cambridge inspector.
- We may ask you to submit the evidence at any time as part of Cambridge routine sampling. It will be considered malpractice if you do not submit the appropriate evidence within the time period we specify.

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