Information on modified papers

We follow a thorough process to make sure 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, if you amend an entry, or if you want us to make an amendment to a candidate’s modified paper request.

- You must submit a final entry for the relevant candidate, syllabus and component before we send you 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.

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 1.3.10 of the Cambridge Handbook.

Braille

We currently produce modified papers in:

- **Unified English Braille (UEB)** UEB has some of the complex rules governing contractions reduced. Specific indicators are used for bold, italics and underlined text, and one code is used for all maths and computer braille.

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.

Modified papers process

1. **We receive a modified paper application.**
2. **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.
3. **Checks are conducted** to ensure the modified paper is the same quality as other question papers.
4. **The modified question paper is printed.**
5. **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.
Information on modified papers continued

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.

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.

Enlarged print for visual impairments
We currently produce modified papers in:
- A4 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

Standard paper

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 sections 1.3.9.4 and 1.3.10 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 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

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