



## Guidance notes

### Background

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 our permission. However, we must be notified of the use of centre-delegated access arrangements by the deadline and will issue an acknowledgment 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 International 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.

**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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