Access Arrangements are provisions agreed before a test that allow candidates to access an assessment by removing unnecessary barriers. They must not give candidates an unfair advantage over others. We assess all candidates by using the same marking criteria so their scores have the same validity and are a true reflection of the candidate’s attainment.

There are two groups of Access Arrangements:

- **Access Arrangements (Evidence is required upon application.)**
- **Modified Test Materials (No evidence is required upon application.)**

**Principles of Access Arrangements**

- All applications for Access Arrangements must be supported with appropriate evidence, for example from a medical professional or a qualified specialist teacher.
- The supporting evidence must give a clear outline of the disability, illness or learning difficulty and how this justifies the Access Arrangement(s) requested.
- The supporting evidence must be legible and written in English. It must be on headed paper or with an official stamp and bearing the name, relevant qualification(s) and signature of a recognised medical practitioner or other appropriately-qualified specialist assessor.
- If the original version of the supporting evidence is not written in English, we will accept a translated version which must be signed by the original author, a legal representative or a member of the centre’s exam staff.
- Supporting evidence must be in the form of a report prepared when the candidate is aged 13 years or over.
- If English is not the candidate’s first language, this is not a valid reason for an Access Arrangement.
- Any designated help for the candidate should not usually be the candidate’s own subject teacher, must not be a relative, friend or peer, and not have any “interest” in the candidate.

**Principles of Modified Test Materials**

- You do not need to send us any evidence of the candidate’s need with your application. However, you must keep the evidence until results for the test have been issued. We conduct quality assurance sampling. If you are unable to support your use of modified papers with appropriate evidence, it may be considered malpractice.
Applications for computer-based tests

We are unable to provide candidates with unlimited ‘on request’ or ‘stop the clock’ breaks during any section of a computer-based test. If a candidate has to have a break then please submit a Special Consideration form with the details of how many breaks the candidate had and for how long.

We can offer candidates a 5 minute break or a 10 minute break between sections, where applicable. When asking for an access arrangement please state which is required.

Cambridge Assessment is committed to making our documents accessible in accordance with the WCAG 2.1 Standard. We’re always looking to improve the accessibility of our documents. If you find any problems or you think we’re not meeting accessibility requirements, contact our team: admissionstesting@cambridgeassessment.org.uk

If you need this document in a different format contact us telling us your name, email address and requirements and we will respond within 15 working days.