

Guidance on applying for access arrangements for on-screen examinations

Access arrangements for on-line examinations

City & Guilds **Access to assessment and qualifications** document can be downloaded from our website www.cityandguilds.com/policy.

For access arrangements which require City & Guilds authorisation i.e. readers, scribes, over 25% extra time, centres must make an application to City & Guilds one month before the month of the examination, e.g. by 31 October for December examinations. Please refer to chapter 2 in the booklet 'Access to assessment and qualifications' for guidance.

Additional time

Centres can usually schedule time extensions for candidates needing up to 25% extra time. A guide on how to do this can be found at www.cityandguilds.com/e-volve

Time can be added in percentage multipliers of the test time, in increments of five e.g. 5%, 10% up to 25%. Some assessments, including Key and Basic Skills and Underpinning Knowledge Tests will allow up to 50% extra time. The maximum extra time available is 100%. Arrangements for NVQs should be discussed with your External Verifier.

Functional, Key and Basic Skills requests for over 25% extra time will still need to be made to Policy & Regulation City & Guilds. Approval can be applied for and given for all online Key and Basic Skills exams, for the entire year.

For any other extra time requests over the 25%, more information will be given when the arrangement is approved.

Rest Breaks

The candidate must, as usual, be supervised during any short rest breaks and the system must be invigilated also to ensure that no one else can access the candidate's test or accidentally close the test down. When a break is needed the on screen e-assessments may be paused. The use of the pause function through the SecureAssess portal will lock the assessment as well as stop the clock. This function should also be used in the event of an emergency.

Documentation for access arrangements

Evidence in support of an access arrangement must be held on file at your centre. Please see chapter 4 in the booklet 'Access to assessment and qualifications' for the evidence required for applications for a candidate with learning difficulties.

Use of an assistant

The e-volve software allows candidates to use a keyboard or mouse and does not support other means. If the keyboard or mouse is not a standard one we recommend that the student is given access to the e-volve Navigation test well in advance of the proposed examination date using the special keyboard or mouse. Should any difficulties be experienced with the equipment we would be happy to consider the use of an assistant.

Use of Other Software

At present, the use of other accessibility software with the on screen examinations is not supported. City & Guilds are liaising with software providers to develop accessibility to extend wider provision for all disabilities, this includes screen magnification software.

Learners have the ability to change the text colour and background once they have entered their keycode. This leaves the learner time to find the best combination for their particular need.

Alternatively, there may be other non software application options such as placing a coloured overlay on the PC screen which may be trialled. A paper based version of the exam can be requested, all assessment materials are available in a range of formats on request.

Contact details

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