

# UAT-UK Access Arrangements Policy

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. UAT-UK assesses all candidates by using the same marking criteria, so scores have the same validity and are a true reflection of the candidate's attainment. This policy applies to all UAT-UK tests. Applications for access arrangements must be submitted via the **UAT-UK office**.

## 1. Key Information

- 1.1 Candidates **must not** book a test until any required access arrangements have been approved by UAT-UK.
- 1.2 Extra test time/rest breaks cannot be added to a standard test booking. If access arrangements are approved after a test booking has been made, it will need to be cancelled and rebooked. Any rebooking will be subject to test centre availability.
- 1.3 All applications for Access Arrangements must be supported with appropriate evidence, for example from a medical professional, registered psychologist, or a qualified specialist teacher. Refer to Section 5, 'Required Documentation'.
- 1.4 Where a candidate cannot provide the required evidence before the access arrangements registration deadline, their access arrangements will be approved subject to them supplying the required documentation within two weeks of that deadline. After this time, the access arrangements will be cancelled, and any scheduled test will revert to a standard test booking.
- 1.5 UAT-UK reserves the right to refuse a request for access arrangements or ask for additional evidence, where, in our view, the supporting evidence provided is insufficient.
- 1.6 This Access Arrangements Policy is informed by the UK Joint Council for Qualifications (JCQ) regulations. If you are currently in receipt of access arrangements not in line with JCQ regulations, you will normally be offered the equivalent UK reasonable adjustments for your disability.

## 2. Standard Accommodations Requiring Approval

2.1 The following access arrangements require approval from the UAT-UK office but can commonly be accommodated (either on their own or as a combination) at a Pearson VUE test centre:

- 2.1.1 Extra time
- 2.1.2 Rest breaks
- 2.1.3 Separate invigilation
- 2.1.4 Reader and/or Recorder
- 2.1.5 Use of a coloured overlay
- 2.1.6 Adjustable height desks

### Extra Time

2.2 Extra time may be applied in cases where a candidate required more time to read or process test information due to a disability, learning difficulty or long-term medical or mental health condition which affects speed of working or performance in timed exams. The following points should be noted with regards to extra time:

- 2.2.1 Where approved, will normally be applied as 25% of the standard test duration. It is however possible to be granted 50% or 100% extra time in very specific circumstances.
- 2.2.2 Requests for more than 25% extra test time will only be approved in exceptional circumstances where you have a disability that has a very substantial and long-term adverse effect on your speed of working which is supported by the appropriate documentation.
- 2.2.3 This may be applied in cases where a candidate required more time to read or process test information due to a disability, learning difficulty or long-term medical or mental health condition which affects speed of working or performance in timed exams.
- 2.2.4 Extra test time will not be normally approved if you are applying for additional time because English is not your first language or because of handwriting issues.

### Rest breaks / Pause the Clock

- 2.3 Rest breaks are approved if needed to manage a disability during testing or a candidate needs to take certain medication or use comfort aids not permitted into the exam room. The following points should be noted with regards to rest breaks:
- 2.3.1 The rest breaks may be used to pause the clock, for an allotted time, and take a break without losing test time.
  - 2.3.2 Candidates are limited to a maximum of 3 pause-the-clock breaks in each section of the ESAT or the TMUA.
  - 2.3.3 During rest breaks, candidates will not have access to test content and will not be permitted to access notebooks.
  - 2.3.4 In the event of invigilators observing you actively working on the test during a rest break, this may be reported to UAT-UK and investigated as potential misconduct.

### Separate Rooms and Readers and/or Recorders

- 2.4 To test in a separate room at a test centre, a candidate must be able to evidence the need for separate invigilation. This might be because a reader and/or recorder is needed due to a disability or because immediate access is required to medication, or an item not listed as a permitted comfort aid such as food and drink, blood sugar monitors or insulin treatment or other medical devices that make noise.
- 2.5 Separate rooms are subject to test centre availability and are not soundproofed or quieter than the main testing area.
- 2.6 In cases where a separate room is provided for use of a reader or recorder, please note that the reader and/or recorder cannot help with the test or explain any content-related questions. A recorder will be present to input answers as dictated by the candidate only.

## Other Visual Adjustments

- 2.7 All candidates will have the ability to adjust the size of the text and other test content using the standard zoom functionality of the testing software.
- 2.8 The tests are presented with black text on a white background as standard. All candidates will also have the ability to view the black text on a yellow, light yellow or salmon background. This can be adjusted during your test without prior approval.
- 2.9 Candidates may also be permitted use a coloured overlay where additional colours are required. this must be supplied by the candidate and is subject to visual inspection at the test centre. Overlays should lie flat against the screen (kept in place by static) or in a frame that sits on the top of the monitor. Monitors in most UK test centres are 24" flat screen.

## 3. Non-standard Accommodations Requiring Approval

- 3.1 Candidates may request other non-standard accommodations not detailed on this page. These will be considered and approved by the UAT-UK office on a case-by-case basis.
- 3.2 UAT-UK will endeavour to facilitate all necessary and reasonable requests, subject to availability in a Pearson VUE test centre.
- 3.3 Candidates should be aware that non-standard accommodations may require more than ten working days for review. It is the responsibility of the candidate to apply in far enough in advance of the registration deadline.

## 4. Other Arrangements

- 4.1 The medical items and devices on the **Pearson VUE Comfort Aid List** are allowed into the testing room after visual inspection and do not require prior approval. You do not need to notify the UAT-UK office of your intention to use an item on this list ahead of your test booking.
- 4.2 Approval is only required for items not listed. This includes food and drink. Evidence must support the need for continuous or immediate access to these items during testing.

- 4.3 Candidates **do not** need approval from the UAT-UK office where wheelchair access is required.
- 4.4 Wheelchair access is subject to test centre availability and so you should notify **Pearson VUE Customer Services** of your need for one or more of these access arrangements **before** making your test booking.

## 5. Required Documentation

- 5.1 The required documentary evidence for access arrangements is set out below. The UAT-UK office may request additional evidence if, in our view, the initial supporting documentation is not considered sufficient or in line with the requirements outlined here.
- 5.2 All supporting evidence must give a clear outline of the disability, illness or learning difficulty and how this justifies the access arrangement(s) requested.
- 5.3 All supporting evidence must be legible and should be written in English.
- 5.4 All supporting evidence 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 such as a school SENCo.
- 5.5 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 or a legal representative.

### Candidates currently in education (or left education after 2021)

- 5.6 If you are currently in education (or left education after 2021) we require **one** of the following:
- 5.6.1 A signed letter (usually dated 2024) on headed paper from your current or most recent school/college or university, which should (as appropriate) confirm:
- your disability.
  - the amount of extra time you require in public exams (e.g. 25%).

- the amount of time for any rest breaks.
- if you require separate invigilation.
- any other accommodations you require in public examinations.
- on what basis this has been agreed, for example a diagnosis from a qualified medical practitioner or an assessment by a registered psychologist or specialist teacher assessor.

5.6.2 A copy of one of the following JCQ forms (all pages) usually not completed earlier than the start of Year 9 (the school year in which pupils become 14 years old) or equivalent and signed by the Head of Centre/SENCo/Assessor would be acceptable:

- Form 8: Application for Access Arrangements – Profile of learning difficulties
- Form 9: Profile of need

5.7 If you left education after 2021 but are unable to get the required evidence from your most recent school/college or university, or, you were diagnosed after leaving education, you must provide evidence which meets the requirements detailed below for “candidates who left education before 2022”.

5.8 If you remain in education but have a recent diagnosis and arrangements have not yet been put in place for your exams, your evidence should confirm the recommendations your school/college/university intend to make to the exam board.

### Candidates who left education before 2022

5.9 If you left education before 2022, we require **one** of the following:

5.9.1 **For learning difficulties** – you must provide a full, post-16 diagnostic assessment report of that specific learning difficulty from a specialist teacher assessor or registered psychologist. It must explicitly recommend a specific amount of extra exam

time and/or other accommodations provided in public examinations.

5.9.2 **For physical disabilities, other medical conditions, or sensory impairments** – you must provide a recent letter (dated 2024) from your usual GP Practice or a specialist (e.g. a consultant or psychiatrist) which must (as appropriate):

- include a clear outline of your disability.
- explain how your disability would have an effect on your ability to sit a time-restricted, multiple choice, computer-based exam.
- A recommendation for rest breaks or extra time (anything over 25% of the test duration must be strongly justified).
- Any other accommodations required.

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