



ESOL Main Suite - Application for Special Arrangements for Permanently Disabled Candidates
PLEASE READ THE NOTES ON PAGES 4 AND 5 BEFORE COMPLETING THIS FORM.

Section 1 (See Note 1, Page 5)

Examination Title		Syllabus Number				
Year		Date of exam:			Session (if applicable)	
Centre Number		Centre Name				
Candidate Number		Candidate Name				
Contact name and telephone/fax number and/or email address (in case further details are required)						
Date of Listening component*		Date of Speaking component*				

* If the Listening or Speaking Components are taken before the Paper Set Date please enter dates.

Section 2 Reason for Application (see Note 2, Page 5)

Permanent Disability:	
Details/circumstances:	
Is medical evidence enclosed (ref: Handbook – Appendix 1 Section 3.3)?	<input type="checkbox"/>

Section 3 Special Arrangements requested

See Page 2

Section 4 Declaration (see Note 4, Page 5)

I confirm that I have read Section 3 of Appendix 1 in the Handbook for Centres and where appropriate have checked the medical evidence as laid out in 3.3. I am satisfied that the special arrangements requested are justified for this candidate. **I support unreservedly** the application for special arrangements.

Signature (Centre Exams Manager)		Date	
Name (in Block Capitals)			

Section 3 Special arrangements requested.
(Please refer to page 4 and to the ESOL HANDBOOK FOR CENTRES.)

A. Modified Material

Please tick as appropriate:

Braille papers*	contracted <input type="checkbox"/>	OR	uncontracted <input type="checkbox"/>		
Enlarged print papers	A4 size* (18pt bold font) <input type="checkbox"/>	OR	A3 size (15.5pt font) <input type="checkbox"/>		
Listening material*	special needs CD <input type="checkbox"/>	OR	lip-reading test <input type="checkbox"/>		
Speaking material	Brailled <input type="checkbox"/>	OR	enlarged written prompt <input type="checkbox"/>	OR	enlarged visual prompt** <input type="checkbox"/>

* Not available for all examinations.

** Only available for examinations using visual material such as YLE, PET, FCE, CAE and CPE.

B. Administrative Arrangements

Please tick as appropriate:

Extra time: (ref: Handbook – Appendix 1 Section 4.1)	25% <input type="checkbox"/>	OR	50% <input type="checkbox"/>	OR	100% <input type="checkbox"/>
Supervised breaks: (ref: Handbook – Appendix 1 Section 4.1)					<input type="checkbox"/>
Exemption: (NB Endorsed certificate, ref: Handbook – Appendix 1 Section 4.5)			Listening <input type="checkbox"/>	OR	Speaking <input type="checkbox"/>
Computer / Word Processor: (NB no spellcheck / thesaurus, ref: Handbook – Appendix 1 Section 6)					<input type="checkbox"/>
Reader: (ref: Handbook – Appendix 1 Section 7)					<input type="checkbox"/>
Amanuensis: (ref: Handbook – Appendix 1 Section 8)					<input type="checkbox"/>
Copier (verbatim transcript): (ref: Handbook – Appendix 1 Section 9)					<input type="checkbox"/>
Speaking test: (ref: Handbook – Appendix 1 Section 4.4)	Standard Format <input type="checkbox"/>	OR	With 'Dummy Partner' <input type="checkbox"/>	OR	In Single Format* <input type="checkbox"/>
Separate invigilation:					<input type="checkbox"/>

* Not available for all examinations.

C. Access Technology:

If application is being made to use access technology (eg: screen-reading software, screen magnifiers, scanners, Braille keyboards, etc), please give full details of the equipment/software to be used below.

NB: Before completing Section C, please refer to the GUIDE FOR ESOL CENTRES: ACCESS TECHNOLOGY and/or contact ESOL HELPDESK: (+44 1223 553997) if necessary.

D. Other Arrangements:

Please detail any other arrangements required which are not listed on Page 2:

NB: PLEASE REFER TO THE ESOL HANDBOOK FOR CENTRES FOR FURTHER DETAILS.

Frequently Asked Questions

1. *What is the difference between A3 and A4 enlarged print question papers?*

A3 papers are produced by enlarging the standard question paper, making no changes to layout or visual material. This is equivalent to **15.5pt font**.

A4 papers are adapted for the visually impaired by removing non-essential visual material, emboldening the print and increasing the print size.

This is equivalent to **18pt bold font**. Please note that A4 papers may not be available for all examinations.

2. *When might a Special Listening Test be required?*

A Special Listening Test allows the supervisor to pause the CD during the test, giving the candidate time to read the questions and write and check his/her answers. These versions are therefore required by visually impaired candidates and other candidates who cannot record their answers as they listen (because of, for example, a broken arm).

3. *My candidate may require enlarged print question papers. What is the difference between enlarged written prompts and enlarged visual prompts for Speaking Tests?*

Where Speaking Tests use visual material, e.g. photographs, we can either supply an enlarged copy of the photograph itself or a short written description of the photograph which the candidate uses as a basis for completing the task. Which of these is more appropriate will depend on the nature of the candidate's visual difficulties and should be decided following discussion with the candidate. Candidates using enlarged written or Braille prompts may only be paired with other candidates using the same format (this may necessitate the use of a dummy partner for the speaking test).

4. *How can a candidate be given extra time in listening or speaking components?*

For either the Special Listening Tests or lip-reading versions of a listening component, extra time is 'built in' to the design of these tests, and supervisors are allowed to use their discretion on, for example, length of pauses for checking answers, etc. Full instructions are given on the cover of the Supervisor's Booklet for the paper in question.

For Speaking Tests, extra time, (for example, to read and respond to prompts), is also at the examiner's discretion, bearing in mind that too much time may actually create pressures of its own. Examiners are given detailed guidance in the Oral Examiner Support File for Candidates with Special Requirements.

5. *When might a candidate need a 'copier'?*

A centre may apply to submit a 'verbatim transcript' along with the candidate's own work when the presentation of a candidate's answers could cause difficulty for an examiner. Acceptable reasons for using a copier include cases where, because of disability or injury, a candidate's handwriting is extremely difficult or impossible to read.

6. *What happens if we discover that a candidate needs special arrangements just before, or on the day of the examination?*

Contact the ESOL Scheduled Processing (Special Circumstances) (see page 5) as soon as possible. It may be possible to make emergency arrangements.

7. *If the candidate will be using modified materials, how should I despatch his/her answers to Cambridge ESOL after the examination?*

It is important that such answers are dealt with according to standard procedures so that they can be booked in and tracked, but they also need to be easily identifiable. Therefore, please:

- put the candidate's answers for each paper in a separate marked envelope
- insert the envelope in candidate number order in the correct script packet
- mark the outside of each script packet 'includes Candidate with Special Requirements'
- return the script packets (and any other materials, such as Supervisors Booklets and CDs) to Cambridge ESOL in the usual way. Do not send them to ESOL Scheduled Processing (Special Circumstances).

NB: REQUESTS FOR MODIFIED MATERIAL MUST BE RECEIVED BY CAMBRIDGE ESOL SCHEDULED PROCESSING (SPECIAL CIRCUMSTANCES) AT LEAST 6 WEEKS BEFORE THE TEST DATE.

GENERAL NOTES

- (a) This form, SA/ESOL, should be used only when making application for special arrangements, in advance, for candidates who are *permanently disabled* (e.g. blind, hearing impaired, dyslexic), or for candidates who have a temporary disability (e.g. a broken arm) which is known about before the date of the examination. Applications for special consideration after an examination has taken place, e.g. for candidates who were part absent or affected by, for example, a temporary indisposition, should be submitted on Form SC/ESOL.
- (b) Before completing the form, Centre Exams Manager are advised to refer to the ESOL Handbook for Centres.
- (c) Applications for administrative Special Arrangements or for modified material which has already been prepared (see www.cambridgeESOL.org/specialarrangements) **must be received by the Results Unit (Special Circumstances) by the closing date for entries**. If the material required is not shown on the list please contact the Special Circumstances Unit as early as possible.

NOTES RELATING TO PAGE ONE

- 1.
 - (a) This form must be used only for ESOL examinations.
 - (b) Enter the **Examination Title** in the appropriate box, e.g.: FCE, CAE, CPE.
 - (c) Enter the **Syllabus Number** in the appropriate box, e.g.: 0100, 0150, 0300.
 - (d) Enter the **Year, Date of exam**, (and for PET, KET, BEC, etc, **Session number**).
NB. Where modified material is requested for components for which there is a window, for example listening or speaking, please also enter the dates of these components, especially when these will be held before the written papers.
- 2. Applications for Special Arrangements must be supported either by a certificate from a qualified medical practitioner or by a statement, signed by the Centre Exams Manager of the centre, certifying the candidate's disability. In the case of specific learning difficulties the report must be from a qualified educational, clinical or chartered psychologist, and dated within 2 years of the date of the exam.

Other medical evidence may be considered acceptable; please check with Scheduled Processing (Special Circumstances).
- 3. No application will be considered unless it has the unreserved support of the Centre Exams Manager of the centre.
- 4. **It is most important that the completed forms should be sent, by fax if necessary, to Cambridge ESOL Scheduled Processing (Special Circumstances), to arrive as far in advance of the examination as possible. Further copies of this form are available from CentreNet or, alternatively, centres may reproduce it locally.**

CONTACT DETAILS

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