



YLE - Application for Special Arrangements

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		Level		
Year		Date of exam:		
Centre Number		Centre Name		
Candidate Number		Candidate Name		

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

Permanent Disability:	
Details/circumstances: _____	

Is medical evidence enclosed (ref: Handbook – Appendix 2.3)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 3 Special Arrangements requested

See Page 2

Section 4 Declaration (see Note 5, Page 5)

I confirm that I have read Section 2 of the Appendix in the Handbook for Centres and where appropriate have checked the medical evidence as laid out in 2.3. 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)			

D. Other Arrangements:

Please detail any arrangements required which are not listed above:

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

Frequently Asked Questions

1. *What are A3 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**.

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

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

3. *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) to Cambridge ESOL in the usual way. Do not send them to Cambridge ESOL Scheduled Processing (Special Circumstances).

NB: REQUESTS FOR MODIFIED MATERIAL MUST BE RECEIVED AT THE CAMBRIDGE ESOL SPECIAL CIRCUMSTANCES UNIT AT LEAST 6 WEEKS BEFORE THE TEST DATE.

GENERAL NOTES

- (a) This form, SA/YLE, should be used only when making application for special arrangements, in advance, for YLE candidates who are *permanently disabled* (e.g. partially-sighted, hearing impaired, dyslexic), or for YLE 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 YLE candidates who were absent or affected by some temporary handicap or indisposition, should be submitted on Form SC/YLE.
- (b) Before completing the form, Centre Exams Managers are advised to refer to the Cambridge ESOL Handbook for Centres.
- (c) Applications for Special Arrangements for permanently disabled candidates must be made as soon as possible and in any event **no later than six weeks before the intended date of the examination** to the address below. Applications for temporarily disabled candidates should be made, by fax if necessary, as soon as possible.

NOTES RELATING TO PAGE ONE

1.
 - (a) This form must be used only for YLE candidates.
 - (b) Enter the level of the Test in the appropriate box, i.e. Starters/Movers/Flyers.
 - (c) Enter the **Year**, and **Date of Test**.
2.
 - (a) Please note that this form is to be submitted on behalf of candidates with a *permanent or temporary disability*, the exact nature of which should be stated.
 - (b) Applications on behalf of candidates with such disabilities 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, prepared in a period of two years before the date of the examination.
Other acceptable medical evidence may be considered.
3. In Section 3, the special arrangements requested should be specified. Advice should be sought from Cambridge ESOL Scheduled Processing (Special Circumstances) (see below) if it is not clear what Special Arrangements should be requested in any given case.
4. Centres with colour-blind candidates will be sent instructions on the correct procedure to follow.
5. No application will be considered unless it has the unreserved support of the Centre Exams Manager of the centre.
6. **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

Cambridge ESOL Scheduled Processing (Special Circumstances)
Cambridge Assessment
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United Kingdom

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