

Check that for each exam approved access arrangements have been put in place for candidates – both centre delegated and AAO approved arrangements.

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Prepare cover sheets in advance of the exams.  
*Cover sheets are required for:*

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|---------------------------------|---------------------------|
| 1) a communication professional | 3) a practical assistant* |
| 2) a language modifier          | 4) a scribe*              |
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Make sure cover sheets are correctly completed, particularly the scribe cover sheet.

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Send the cover sheet with the candidate's script. Do not despatch the cover sheet after the exam.

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CCEA and WJEC also require you to complete a word processor cover sheet. This is optional for OCR and not required for AQA or Pearson examinations.

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\*a pre-populated cover sheet must be downloaded from AAO

*Make sure that you:*

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|--|---|
| 1) have evidence to support an online application for special consideration  | 2) select the correct category of special consideration when using the awarding body's online system. For example, if the candidate is present for the exam but disadvantaged make sure you select that category. |
| 3) are familiar with the JCQ publication <i>A guide to the special consideration system</i> – <u><a href="#">Regulations and Guidance – JCQ Joint Council for Qualifications</a></u> |   |
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You will get queries, questions, from teaching colleagues, candidates and parents!

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## Key reminders

**Access arrangements**

**Special consideration**