



## Tips on how to use access arrangements exams

<p><b>Extra time</b></p>	<ul style="list-style-type: none"> <li>• Look at the <u>number of marks</u> as that will give you a clue to how to structure your answer</li> <li>• ALWAYS read everything at least twice, the first time for content, the second time annotating key points</li> <li>• Check that you understand what the question is asking you to do. You can jot down notes to help you plan longer answers</li> <li>• Highlight or underline key words and phrases &amp; command verbs</li> <li>• Also highlight or underline the command words (see below)_key scientific terms and any numerical information given</li> <li>• Plan your answer. Marks are often lost for organisation and content</li> <li>• Spend some extra time planning a response carefully. It is worth using that extra time here as it demonstrates your knowledge Note down any quotes or key points you want to include in the answer or key points for each paragraph, – try to get 4 quotes/ key points before you start writing</li> <li>• Create mind maps to plan your answer and to write down all key information including quotes/statistics</li> <li>• Write clearly and use good English, if the examiner cannot understand your answer you will not get the marks</li> <li>• At the end of longer questions use your extra time to ‘refocus’_for at least one minute before moving on to the next question.</li> <li>• Make sure you go through the paper proof reading your answer. Also if SPaG marks are awarded, check for capital letters, full stops and key words</li> </ul>
<p><b>Reader</b></p>	<ul style="list-style-type: none"> <li>• Students MUST use the reader. It isn’t a choice if you want to do well</li> <li>• Remind students the reader can read both the question and their answer back to them. This is especially helpful when checking the paper as they are more likely to see/hear mistakes at this point</li> <li>• Remind students to read and re-read questions</li> <li>• Students MUST ask for the test paper to be read the teaching assistant CANNOT just start reading to students without this being requested first.</li> </ul>
<p><b>Scribe</b></p>	<ul style="list-style-type: none"> <li>• Know the Teaching Assistant as they know how you work best</li> <li>• You need to tell the scribe when to add punctuation (Capital letters and full stops). You may want to add other punctuation at the end of the question</li> <li>• The scribe has to write exactly what you say so be clear with how you verbalise your answer.</li> <li>• If you change your mind you can cross through anything and rewrite it or ask your scribe to do so</li> <li>• You may prefer to write yourself for short answer questions (or in maths)</li> </ul>

<b>Rest breaks</b>	<ul style="list-style-type: none"> <li>• Rest breaks need to be used whenever hands tire or fatigue sets in (depending on the individual need)</li> <li>• Rest breaks can be as long as the student needs it to be. A separate finish time needs to be added to the board to remind students of their individual end time</li> <li>• The paper must be closed during the rest break and nothing can be added to it, however using the rest break carefully can give extra 'thinking' time.</li> <li>• Always use a rest break to plan an answer to give you extra time to think about your response.</li> <li>• Always use a rest break between sections on a paper.</li> <li>• Always use a rest break to give you extra time to think about a question you are finding difficult.</li> <li>• You will be given a laminated card which indicates when a rest break is being used. You must display this to the teacher in the room so that they can monitor when rest breaks are used.</li> </ul>
<b>Sanctuary room</b>	<ul style="list-style-type: none"> <li>• Use the toilet before the exam</li> <li>• Prepare yourself before you enter the room</li> <li>• Identify what works for you and use it. This could be time outside, breathing techniques, or seeing a particular member of staff ...</li> <li>• You are likely to feel most stressed at the start of the exam so read the instructions carefully – TWICE.</li> <li>• Ask if you are unsure about anything.</li> </ul>
<b>Read aloud</b>	<ul style="list-style-type: none"> <li>• Read aloud throughout ALL the paper</li> <li>• Read both the questions and your answers aloud. This will help you pick up any mistakes or think of something you need to add</li> </ul>

