

## Availability of Assessment Materials in Modified Formats Policy

### Policy Statement

WJEC's mission statement encapsulates our commitment to our learners and equality of opportunity: to support our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential.

Specifically, within the context of the availability of past assessment materials in modified formats, WJEC has taken a principles approach to ensuring that we can reasonably meet the needs of learners. We welcome early engagement from centres regarding learners that might require assessment materials in modified formats, so that we can discuss potential options and ensure that they are produced in time for assessments.

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. Modified formats help ensure parity, by ensuring that learners with varying needs are able to access assessment materials so that they may demonstrate their skills, knowledge and understanding.

### Definitions:

Examination paper - any assessment instrument that, at the time, needs to be held securely so that the contents are not available to candidates. This includes:

- Printed and digital versions of external examination papers (including on-screen assessments taken by candidates);
- Documents which set out the requirements of extended tasks; and
- Any resources related to any of these assessments, which are not released to candidates in advance.

Past papers – an examination paper from a previous year or series, usually used for exam practice or to support revision

Modified paper – A modified paper is an examination paper prepared for a candidate where existing access arrangements are unsuitable. They are available in a range of formats that can help with a range of difficulties encountered by the candidate.

Access Arrangements Online (AAO) is a web tool, hosted by JCQ, that allows an Examinations Officer to submit an application for an access arrangement and order modified papers quickly and efficiently.

## Policy Principles:

1. Orders for assessment materials in the JCQ agreed formats (Appendix 1) for live series to be made via the JCQ Access Arrangements Online (AAO) web tool by the published deadline for that series (Appendix 2). It is important that, as far as possible, these deadlines are adhered to so that we can be confident we can deliver high quality assessment materials on time.
2. Requests for alternative formats of assessment materials and individual needs of learners will be considered. Requests should be emailed to [modifiedpapers@wjec.co.uk](mailto:modifiedpapers@wjec.co.uk). We endeavour to acknowledge requests within five working days.
3. All modified assessments\*, produced for a live series, will be available on WJEC's secure website the day after the final examination in that series.
4. All modified assessments\*, produced for a live series, will be available on open website in line with our [publication policy](#).
5. All Braille assessments, produced for a live series, available on request by emailing [modifiedpapers@wjec.co.uk](mailto:modifiedpapers@wjec.co.uk). WJEC will make arrangements for a hard copy to be sent directly to a centre or make available the electronic Braille files for a centre to produce a hard copy of the assessment themselves.
6. Where a required format has not been produced for an examination series, we will endeavour to produce a modified version(s) on request, as outlined in the JCQ Access Arrangements and Reasonable Adjustments document.
7. Requests made by, or on behalf of, private candidates will be considered in accordance with our guidance in the student support section of our website.

\*with the exception of Braille – see Principle 5

## Monitoring and review of the policy

The policy will be reviewed at least annually or more frequently if there is a significant external or internal business change which impacts upon the policy.

## Related documents

[JCQ Access Arrangements and Reasonable Adjustments](#)

[The Equality Act 2010](#)

[WJEC Publication Policy](#)

[WJEC Modified Papers Frequently Asked Questions document](#)

## Further information

For modified paper queries, please email [modifiedpapers@wjec.co.uk](mailto:modifiedpapers@wjec.co.uk).

Student support private candidates page: [Eduqas](#), [WJEC](#), [CBAC](#)

## Appendix 1: Taken from Section 6.1 of JCQ's *Access Arrangements and Reasonable Adjustments* booklet

The standard formats available are:

- A4 modified 18 point bold
- A3 modified 24 point bold
- A4 modified 24 point bold
- A3 modified 36 point bold
- Tactile diagrams with print labels for use with modified enlarged papers
- Braille papers including tactile diagrams with Braille labels
- Modified language (where available)
- Non-interactive electronic (PDF) question paper
- Transcript of listening test/media

Centres should note that the option of an A3 modified enlarged paper, 36 point bold, may not be available in all subjects.

## Appendix 2: Deadlines for ordering modified papers for a live series taken from Section 6.9 of JCQ's *Access Arrangements and Reasonable Adjustments* booklet

November (Autumn) series - 20th September

January (Winter) series – 4th October

May/June (Summer) series - 31st January