

Table 2 Glossary for Examination Access Arrangements

Adaptive equipment	Candidates who make use of small adaptive equipment (such as typing sticks, writing splints, arm supports, inflatable dynamic air cushion) must bring their own equipment, subject to approval by the ADSC. Arrangements for larger equipment such as adapted tables and chairs can be made, within reason, provided they have been requested and specifications given well in advance.
Assistive Technology	Assistive technology includes devices and systems that provide access in terms of functional capabilities for examination candidates. Examples include reader pen, screen reader, modified keyboards, communication devices.
Examination Venues	In very exceptional circumstances, examinations may be taken outside an examination centre, for example in a hospital, provided that the request is made reasonably in advance, examination integrity can be guaranteed, the candidate is fit to take the examination, permission from the authorities of the institution is given, and the examination supervision requirements can be met. There is no guarantee that emergency requests will be accommodated due to logistical reasons.
Extra Time	<p>In most cases, extra time can also be used as supervised rest breaks, supervised movement breaks or as settling-down period.</p> <p>This arrangement may be allowed in most subjects and types of examinations according to need. Candidates may use extra time as additional time to work on the examination paper, as a break from the examination that may include leaving the room under supervision, and taking time to settle down prior to starting the examination.</p> <p>Extra time will not normally be permitted in an examination component where performance of a task in a limited time is itself an assessment objective (for example, in SEC Mathematics Paper 1 Section A, mental paper). Extra time is not normally given in oral/aural and performance examinations (for example, practical Music, PE practical, Theatre and Dance).</p>

Means of access to questions	<p>Modifications may be made to the examination paper including:</p> <ul style="list-style-type: none"> • changes in the visual presentation of the examination paper, e.g. enlargement from A4 to A3; • the use of aids and assistive devices (including word processors, reader pens, screen readers, communication devices). • the use of sign language interpretation and other recognised means of communication.
Means of presenting responses	If the candidate's impairment makes writing by hand difficult, responses may be presented in other ways such as by means of a word processor. In very exceptional circumstances, use may also be made of a scribe or speech-to-text software.
Communicator	Simplification of the rubric of the paper is given by the communicator, but this must not extend to the simplification of technical terms or to the text that the candidate is expected to process directly. The communicator is allowed in SEC and SEAC examinations only and is not given in language subjects.
Coursework or project work	If a syllabus requires that coursework or project work is to be completed within a specified period during the course, or places a limit on the duration of particular assignments, extension of deadlines within a reasonable timeframe may be allowed, provided that this does not jeopardise the publication of results at the agreed time. Requirements may vary depending on examination subject syllabi. Therefore, early consultation with the MATSEC Support Unit is strongly recommended. Candidates who may need to apply for an extension must apply two years prior to the examination. All applications must be fully supported by relevant documentation.
Examination Access Arrangements Support Assistants (EAASAs)	EAASAs support candidates with a disability who cannot otherwise access the examination. These may include readers, prompters, scribes, practical assistants, sign language interpreters and communicators (see more information in the handbook on the MATSEC website). EAASAs are trained by the MATSEC Support Unit to support candidates where the support is allowed by the ADSC. They cannot be relatives, friends or persons who support candidates within the educational setting, for example, learning support educators (LSEs) or peripatetic teachers.

Exemption and endorsement	<p>It is not normally in the interest of candidates to be exempted from part/s of the assessment but, if a candidate is unable to fulfill an assessment objective and an exemption is made, there will be pro-rata adjustment to marks. The missed component should not constitute more than 25% of the marks.</p> <p>Endorsement is also made when an examination objective cannot be fully reached with the required arrangement.</p> <p>Certificates will be endorsed as follows: "Access arrangements were made to enable the candidate to be assessed in this subject. Details may be obtained from the Registrar". Refer to the Secondary Education Certification Examination Regulations: https://www.um.edu.mt/matsec/regulations/sec_regulations.</p>
Physical access to examination venues and examinations	<p>A request may be made for the examination venue to be fully accessible. This includes ground floor accommodation or the use of lift for rooms on higher floors, and accessible bathrooms. Candidates may be given permission to be dropped off as close as possible to the examination venue. Reserved parking close to the examination hall may be given if candidates are over 18, have a severe mobility impairment and drive their own car.</p> <p>Candidates should also indicate any other ergonomic or environmental adaptations required.</p>
Personal assistant	<p>If necessary, candidates may request a personal assistant or a relative to be on call outside the examination venue to assist them should there be a need. Assistance should not interfere with the examination itself.</p>
Practical assistant for severe physical disability	<p>The guiding principle in practical assessments is to observe safety measures at all times. Candidates must neither endanger themselves nor endanger others.</p> <p>The ADSC should be contacted as early as possible about the possibility of using a practical assistant working under the direction of the candidate for examinations involving practical components or practical coursework to support the candidate by assisting with those elements of the tasks which are not the focus of the assessment. The practical assistant is a person who is conversant with the subject matter.</p>

Prompter	Prompters are assigned to draw candidates' attention back to the examination task when the candidate's attention appears to be away from the task.
Reader	<p>A reader will be allowed in subjects where a candidate has a significant impairment in vision or in literacy. The reader can be either an assistive device or, if appropriate and necessary, a human reader.</p> <p>The ADSC advocates for assistive technology that enables candidates to be fully independent in accessing the examination. The assistive technology can be a screen reader, an examination reader pen or other application/device.</p> <p>When requested by the candidate, the human reader will read instructions, questions, words or phrases as set down on the examination paper without explanation, translation or clarification.</p>
Spelling, Punctuation and Grammar	<p>For SEC examinations, spelling arrangements are made for all students irrespective of whether candidates are eligible for EAAs. The relevant regulation stipulates that:</p> <p>A candidate's level of a language is not assessed in non-language examinations. Examiners will not penalise candidates for misspelling of particular terms, as long as the term is still recognisable. However, the student should take extra care with similarly spelt terminology – such as ethene and ethane (Chemistry); reflection and refraction (Physics) – since such errors will be penalised.</p>
Scribe (only in exceptional circumstances)	<p>A word processor is the preferred arrangement where writing difficulties are involved.</p> <p>When permission is given for the use of a scribe, in the course of the examination, candidates will be asked to dictate spelling of technical terms as well as other words at regular intervals.</p> <p>A scribe is given for language examinations only in very exceptional circumstances when the candidate is physically unable to write or type. In such cases, candidates will be asked to dictate punctuation and at the end of the examination, the candidate will be asked to spell every seventh word letter by letter. Candidates using a scribe will be informed that the examination proceedings will be audio-recorded and this recording will be made available to the examiners and relevant third parties should the need arise. The recording will be stored in a secure place and destroyed at the end of the examination process.</p>

Word Processor	<p>A word-processor is an EAA for candidates who have a severe visual impairment and those with dyspraxia and/or dyslexia whose degree of illegibility of handwriting has been clearly established or whose speed of writing is extremely slow. Samples of the candidate's scripts produced under examination conditions should be submitted to show the candidate's degree of illegible handwriting.</p> <p>The ADSC will consider each application for a word processor in relation to the assessment objectives of the subjects for which the candidate has registered. Usually a word processor is granted for examinations that require long essay writing. In other subjects, such as Mathematics, Physics and Chemistry, the use of a word processor is not recommended since it does not facilitate the presentation of responses due to a format that involves graphs, tables, diagrams and numbers (See Appendix 2).</p> <p>The ADSC may need to seek independent advice concerning the operations of word processors or processor-controlled devices used by the candidates in order to help them determine what examination arrangements should be made.</p>
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