

Processing Requests for Modified Papers

Processing requests for modified papers

Timescales

In order to ensure that requests for modified assessment papers are processed in a timely manner, we require centres to submit requests in line with the timescales outlined below using the Paper Modifications and/or Access Arrangements sections within the 'Edit Learner' option (if amending an existing booking) or within the 'Add or Amend Learner Details' option upon registration, available in the NCFE Portal.

<u>Type of modification required</u>	<u>Timescales</u>
❖ Enlarged papers ❖ Coloured papers ❖ Non-interactive electronic (PDF) question papers for use with computer reading/speech recognition software.	15 working days' notice <i>(prior to the published date of assessment or start of assessment window)</i>
❖ Braille papers ❖ Tactile diagrams ❖ Modified language papers	30 working days' notice <i>(prior to the published date of assessment or start of assessment window)</i>

Centres are responsible for ensuring paper-based exam bookings are scheduled prior to a modified paper request being submitted.

Centres are encouraged to submit requests as far in advance of any scheduled assessment as possible.

Any requests for paper modifications submitted in line with the timescales outlined above will be processed within **5 working days** of receipt.

Any modified papers will be dispatched to arrive **at least 3 working days** before the scheduled external assessment date or start of the assessment window.

Any requests submitted outside of our advertised timescales may be rejected.

Enlarged papers

Where a learner is unable to access the standard format of our assessment materials, we can offer enlarged versions. Centres must provide specific details of the requirements as part of their request.

All requests must be submitted in line with the notification timescales detailed above.

As standard, NCFE offer the modified paper options below for learners requiring Reasonable Adjustments:

Enlarged (Unmodified)	Standard assessment paper enlarged from A4 to A3; enlarging entire paper, retaining the original layout.
Modified	Standard assessment paper options: • A4 18 pt bold • A4 24 pt bold • A3 24 pt bold • A3 36 pt bold

If the options above do not meet the requirements of your learner, please include full details of the required modification in and email to AssessmentDelivery@ncfe.org.uk. NCFE will review each request on a case-by-case basis.

Please note: Some modifications may not be available in all qualifications/assessments. In these cases NCFE would provide you with feedback as to why the modification could not be processed and will offer a suitable alternative where possible. Where modifications are processed, it may be necessary for NCFE to produce a page in a larger or non-modified format depending on the contents of the page.

Braille papers and/or tactile diagrams

On receipt of your application the standard assessment materials will be sent to a specialist Braille production company. Tactile diagrams and graphs will be provided, as appropriate.

You will need to advise us of the Braille grade and type required. All requests must be submitted in line with our advertised timescales.

Coloured papers

We are able to provide external assessments on coloured paper.

Please ensure when submitting a request that you specify the required colour shade in order for us to be able to meet the learner's needs.

Examples of coloured paper available for modified papers.

PALE IVORY
PALE YELLOW
PALE BEIGE
NEON YELLOW
DEEP YELLOW
MED DEEP GOLD
MID ORANGE
PALE PINK
NEON PINK
PALE BLUE
PALE ICY BLUE
DEEP TURQUOISE
PALE GREEN
PASTEL GREEN
MID GREY

For non on-demand assessments - In cases where a learner requires a very specific colour of paper, outside the range offered above, please use the PDF of the assessment that will be available on the NCFE portal from the View Assessments screen, to print onto the desired colour.

Non-interactive electronic (PDF) question papers for use with computer reading/speech recognition software (CR/SRS)

NCFE can provide assessment materials electronically to allow learners to access their assessment using their usual CR/SRS. Centres must state in their request the software they will be using during the assessment.

Centres are required to schedule paper-based assessments prior to submitting a request for a non-interactive electronic (PDF) question paper and all requests must be submitted in line with the notification timescales detailed above.

Please note: computer reader/speech recognition technology is **not** compatible with our online assessment platform, Secure Assess.