

## **Access Arrangements**

Candidates may be eligible for modified test material or test conditions due to a long term or permanent disability or other medical requirements, so they are not disadvantaged. The following provides an overview of the Access Arrangement process.

## Establish need

Establish whether the candidate qualifies\* for Access Arrangements.

\*Please note that we may ask you to supply medical evidence to support your application.

## Complete the form

Complete the Access Arrangements form on the support site – this will guide you through a series of options to ensure that the correct test variant with Access Arrangements is made available to you on your preferred date. Complete one form for each candidate.

## Set up the test

For online tests the Access Arrangement session will be visible in your list of available sessions within two UK working days. Make the candidate entry as detailed in the articles on the support site. For offline tests you will receive an email with specific instructions on the session and entry details depending on the type of test requested.

## **Material delivery**

Any materials necessary for the test will be provided via a secure online folder and access provided or, if necessary, delivered via a courier service such as in the case of Braille papers.

#### **Results**

Results will be available in seven UK working days (after receipt of candidate response at Cambridge if taken offline).

### Support available to you

Helpdesk: +44 (0)1223 553997 or

Helpdesk@cambridgeenglish.org

# English Skills Test

## 2 Test notice period

Consider the different time frames for Access Arrangements tests taken online and offline, before entering the candidate.

## Online

If the Access requirement is additional time, the test can be taken online, so can be booked five days in advance.

#### Offline

If the Access requirement means the test must be taken offline, book the test a minimum of three weeks in advance.

## Confirmation

You will receive a confirmation email with a ticket number.

## Resources

Please check to see what resources you need on the day. Depending on the test this may include an interlocutor, someone to input the data, a recording device such as a centre mobile phone.

# The test

## Online

The candidate sits the test online.

#### Offline

The candidate sits the test offline. The process for uploading the results to Metrica varies for each skill and you will be advised of the process in the email sent to you at point 5. Support is available through our Helpdesk.

## **Results Report**

The Results Report will be available to download and share with the candidate.