ACCESS TO ASSESSMENT
CRAFT TRAINING

CRAFT will identify candidate's access arrangement needs at the start of their training programme and discuss these with City & Guilds.
Access arrangements will be approved before an assessment takes place.
Access arrangements cover the candidate's entire course.

Access arrangement	**Eligibility and/or evidence requirements**	**Permitted by**
Additional tapes	Hearing impairment Candidate requiring extra time	City & Guilds
Alternative accommodation	Medical condition / psychological report	City & Guilds
Amplification equipment	Normal way of working	CRAFT
Bi-lingual translation dictionary	1st language is not English	CRAFT
Bi-lingual dictionary and up to 25% extra time	1st language is not English	CRAFT
Braille question papers	Blind candidate	City & Guilds
CCTV	Normal way of working	CRAFT
Colour naming	Normal way of working for blind candidates	City & Guilds
Coloured overlays	Normal way of working	CRAFT
Early opening of question paper (up to 1 hour)	Hearing / visual impairment Photocopy to enlarge or provide coloured paper	City & Guilds
Extra time up to 25%	Statement of special education needs Psychological assessment Medical condition	CRAFT
Extra time above 25%	Alternative evidence for mature candidates in the workplace	City & Guilds
Live speaker	Hearing impairment	City & Guilds
Low vision aid	Visual impairment	CRAFT
Modified enlarged A4 to A3	Visual impairment	City & Guilds
Modified language	Hearing impairment	City & Guilds
OCR scanners	Visual impairment	CRAFT
Practical assistant	Physically disabled candidates	City & Guilds
Prompter	Normal way of working	CRAFT
Read aloud	Normal way of working	CRAFT
Reader / computer reader	Psychological assessment Visual impairment	City & Guilds
Scribe / voice activated computer	Physical disability Psychological assessment	City & Guilds
Separate invigilation	Use of reader/scribe/word processor/medical circumstances	CRAFT
Sign interpreter	Hearing impairment	City & Guilds

Supervised rest breaks	Medical, physical, psychological	CRAFT
Tactile diagrams	Visual impairment	City & Guilds
Transcript	Handwriting difficult to decipher Braille scripts	CRAFT
Transcript of recording	Hearing impairment	City & Guilds
Unmodified A3 question paper	Visual impairment	City & Guilds
Voice activated computer	Physical disability Psychological assessment	City & Guilds
Word processor	Psychological assessment Physical disabilities	City & Guilds

Special consideration may be given following an examination or assessment to ensure that a candidate with a temporary illness, injury or indisposition at the time of the assessment is given recognition of the difficulty they have faced. Only minor adjustments can be made to the mark awarded.

In the case of an on-demand examination, where a candidate has a temporary illness the examination will be rescheduled.

Candidates will be eligible for special consideration if they have been fully prepared and covered the whole course but performance in the examination or scheduled assessment is affected by adverse circumstances beyond there control. These include:

- Temporary illness or accident.
- Bereavement.
- Domestic crisis.
- Serious disturbance during an examination.

Candidates will not be eligible for special consideration if preparation for the examination is affected by:

- Long term illness.
- Bereavement occurring more than six months before the assessment.
- Domestic inconvenience.
- Minor disturbances in the examination caused by candidates.
- The consequences of committing a crime.
- The consequences of taking alcohol or non-prescribed drugs.
- The consequences of disobeying CRAFT's internal regulations.
- Failing to attend at the right time.
- Misreading the rubrics and answering the wrong questions.