



**Cambridge Assessment
English**

**Linguaskill Special
Arrangements
Booklet 2021**

Contact us

When contacting us, always include your Centre number in the subject line. This will speed up the processing of your query.

Please contact the relevant department and not individual members of staff as this will ensure your query is processed efficiently.

Helpdesk

Please see the support site: support.cambridgeenglish.org for frequently asked questions, information and updates, and instructions and guides for running our exams. You can also use it to contact our Helpdesk by submitting a query or instant messaging with a Helpdesk Analyst.

You can also reach the Helpdesk at helpdesk@cambridgeenglish.org or call **+44 1223 553997** **(for urgent queries)**.

You must have a printed or an electronic copy of this booklet in each test room.

Never leave test materials unattended.

You will also need to refer to the following:

During the Listening test:

- Supervisor's Booklet (sent with modified materials)

During the Speaking test:

- Interlocutor Booklet (sent with the modified materials)

Our postal address

Cambridge Assessment English
Cambridge Assessment DC10
Hill Farm Road
Whittlesford
Cambridge
CB22 4FZ
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International offices

Please see cambridgeenglish.org/about/international-offices for information about Cambridge Assessment English offices in your region.

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1. Introduction

A number of arrangements are available to ensure that candidates who have special requirements can demonstrate their ability in English. The support site contains details on the special arrangements for Linguaskill. This booklet contains practical details about these arrangements and how to apply for special arrangements for Linguaskill.

Use this booklet for:

- **Linguaskill**

Please note that the information in this booklet is confidential, is for Authorised Exam Centres only and must not be shared with anyone else or posted on any websites without our express permission.

In this booklet, 'we', 'us' and 'our' means Cambridge Assessment English, 'you' and 'your' means 'the Centre' and 'your CEM' means 'your Centre Exams Manager acting on behalf of the Centre'. As required in your Centre Agreement, you are responsible for and must ensure these and any other instructions from Cambridge Assessment English are followed.



For running the test on the day, please use this booklet.

Where relevant, we will also send you a *Supervisor's Booklet* (Listening) and an *Interlocutor Booklet* (Speaking) as well as email communications.



Candidates using standard (not modified) papers, who only need administrative special arrangements (i.e. extra time) can be in the same room as other candidates if it does not disadvantage them (i.e. noise from other candidates leaving the room).

Key



— Follow the instructions in this booklet.



— These regulations are only relevant to Linguaskill online.



— See the document for more information.



— Security risk



— Support site

2. Special Arrangements

This section will help you understand the first steps for Special Arrangements.

Who needs Special Arrangements?

Deadlines for applications and how to apply

2.1 Who needs Special Arrangements?

It is important to find out early in the application process if a candidate needs Special Arrangements, especially if they need modified papers or the use of assistive technology. There is more information on our public website www.cambridgeenglish.org/help/special-requirements/.

Please discuss the most appropriate arrangements with the candidate or their representative.

We will make suitable arrangements where possible to help candidates:

- understand questions and tasks
- write their answers and to demonstrate their English language skills to the best of their ability.

The arrangements are intended:

- to allow the candidate to demonstrate their true ability in relation to the assessment objectives by removing, as far as possible, the effects of their disability. We cannot compensate candidates for the lack of attainment caused by their disabilities.
- to ensure that the Special Arrangements do not give candidates with disabilities an unfair advantage over other candidates. Candidates with disabilities will not usually be allowed arrangements that would allow them to avoid fulfilling the assessment objectives.
- to avoid misleading the user of the Test Report Form (TRF) about the candidate's English language skills.

Please make your Preparation Centres aware that any candidates needing Special Arrangements must be identified in advance of the exam entry deadline, so that you can give us enough notice to prepare and send the material to you.



Special Arrangements for candidates taking Linguaskill online currently consist of administrative arrangements, such as extra time and separate invigilation. Extra time is available in the Listening and Reading, Reading only, and Writing components for Linguaskill online and extra thinking time is available for Speaking online. You must offer any candidate who cannot take Linguaskill online the modified paper-based exam as an alternative.

2.2 Deadlines for applications and how to apply

There are ongoing changes to the entries systems you use for some of our exams. Please check the support site for up to date information. We will also keep you updated via *Centre News*.

Deadlines

ONLINE

For special arrangements versions taken online, which give candidates extra time, please ensure that you give two UK working days' notice.

OFFLINE


For special arrangements versions taken offline, please ensure that you give three weeks' notice.

Administrative Arrangements

Please refer to the instructions in the materials provided.

You are not allowed to modify test materials yourself under any circumstances.

How to apply

 For Linguaskill, fill out the [Special Arrangements application form](#) available on the support site. Detailed advice on how to complete and submit the application is on the form.

3. Special Arrangements provisions

There are a number of different types of arrangement and regulations for these arrangements.

Venue arrangements
 Additional time and/or supervised breaks
 Modified question papers
 Modified versions of the Listening test
 Modified Speaking tests
 Support workers
 Prompters
 Help with writing answers
 Assistive technology
 Readers/Scribes
 Transcripts
 Returning Special Arrangements candidates' answers
 TRF exemptions

3.1 Venue arrangements

Exam rooms

Candidates using wheelchairs may require a room with wider doors and the use of a special table or desk.

Candidates using brailled sheets or large print material may need more 'table space'. The room should be large enough for the candidate to move around and sit down at the table easily. Try to ensure that the table is reasonably close to the door and remove any potential trip hazards.

Equipment

Candidates with visual or hearing impairments may use assistive technology. Please see the Assistive technology guide below:

Assistive technology		
To help with reading	To help with writing answers	To help with hearing instructions or recorded material
<ul style="list-style-type: none"> • hand-held magnifiers • reading machines • refreshable Braille displays <p>Candidates may also have permission for a 'Reader', if they are unable to read Braille or large print.</p>	<p>Blind or partially-sighted candidates may have permission to write their answers:</p> <ul style="list-style-type: none"> • with a mechanical Braille keyboard • with an electronic Braille keyboard linked to a printer • using a computer or word-processor. <p>You must switch off or disable any spell-check, grammar check, thesaurus or similar functions.</p> <ul style="list-style-type: none"> • using a Braille note-taker • by speaking their answers to a scribe. <p>Candidates with other disabilities can write their answers on a blank or lined sheet of paper.</p> <p>You must provide blank or lined paper for all candidates taking the Special Arrangements versions of Listening tests.</p> <p>Please check that the candidate's name, centre number and entry code are written on each sheet of answer paper used.</p>	<p>Candidates may wish to use hearing aids, headphones and other equipment. If they normally use certain equipment, this must be authorised by us before the exam. Such equipment includes:</p> <ul style="list-style-type: none"> • hearing aid • headphones or special amplification equipment. If they are using headphones, you must be able to hear and control the recording using an external loudspeaker or a second pair of headphones. <p>Candidates are not allowed to use personal audio/CD players to listen to the recording.</p> <p>If candidates are using special equipment, the centre will normally administer the test in a separate room.</p>

3.2 Additional time and/or supervised breaks

Additional time – apply for online extra time versions

Candidates might need extra time to read their papers and/or write their answers, for example, candidates who have:

- hearing difficulties
- visual difficulties
- a specific learning difficulty, such as dyslexia
- communication and interaction difficulties, such as Autistic Spectrum Disorder (ASD)
- physical difficulties which affect their writing, such as cerebral palsy.



Additional time of up to 25% of the standard length of a test session will be suitable for most candidates with specific learning difficulties (such as dyslexia). If more extra time is needed, the centre can apply as appropriate. Please see the options available in the application form on the Linguaskill Support site.

Supervised breaks

Supervised rest breaks may be more appropriate than extra time for candidates with a medical condition, a physical disability or a psychological condition. For example, a candidate who has difficulty concentrating for long periods of time, or one who has repetitive strain injury in the writing hand.

During a supervised break, the candidate may leave the exam room if necessary, but they must be supervised at all times. The length and frequency of breaks is at the Supervisor's discretion; however, they should note that too long or frequent breaks may have a negative effect on the candidate.

3.3 Modified question papers

Please apply for Special Arrangements on the Linguaskill Support site, which will show you the online and offline options.

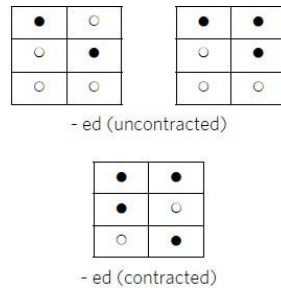
Candidates might need modified papers if they have visual, hearing or other physical or specific learning difficulties (see **Section 6.4** for more information on how candidates can write their answers).

You may open question paper envelopes containing modified question papers **up to 2 hours** before the start of the test.

Braille question papers

Braille versions of question papers are available on request for most tests. If a candidate is partially sighted, they may benefit from using someone to help them read and write their answers. Please see **Sections 3.1** and **6.4**.

There are two kinds of Braille - uncontracted (or Grade 1) and contracted (or Grade 2).



Braille papers can be produced in SEB (Standard English Braille) and UEB (Unified English Braille). Please specify the type of Braille on the Special Arrangements form and whether the candidate needs contracted or uncontracted. It is your responsibility to arrange for the transcribing of the brailled answers (see **Sections 6.4** and **6.8**).

For more information about modified material see: www.cambridgeenglish.org/help/special-requirements.

Enlarged (large print) question papers

Large print versions of question papers in A4 size for most exams are also available on request for use by visually impaired candidates. Candidates with dyslexia or other specific learning difficulties may find the standardised layout in these papers helpful too.

Question papers are adapted, taking out any 'visual' material that is not needed for answering the question, for example, frames around texts.

A uniform font size is used (18 pt Arial bold) as shown below:

test

4. Modified versions of the Listening and Reading test

4.1 Listening – Online

- An online version of the Linguaskill Listening and Reading test is provided for candidates who just require extra time. Please refer to the support site to apply for this option.

4.2 Listening – Offline

- Modified paper-based versions of the Linguaskill Listening test are available for candidates with visual or hearing impairments who require modified versions with extra time. Please refer to the support site to apply for one of these options.

4.3 Offline Special Arrangements version of the Listening test

All candidates who need extra time in a Listening test must take the Special Arrangements version of the relevant Listening test, including those with:

- visual difficulties
- difficulties in writing answers while listening to a recording, for example, cerebral palsy or dyslexia
- dysgraphia
- a broken arm

Special Arrangements versions of Listening tests (specially recorded) allow a disabled candidate extra time to read the questions, make notes and write their answers **while listening to the test**.



The Supervisor should carefully study the *Supervisor's Booklet*, sent with the live materials, which includes full instructions and a transcript for the exam. They should also check the CD and re-seal the envelope. All further steps are given in the *Supervisor's Booklet*.

You may open question paper envelopes containing modified question papers **up to 24 hours** before the start of the exam to enable the Supervisor to do this.

Note the Supervisor is allowed to pause the CD:

- before each part of the test to give candidates enough time to read the questions
- at certain points (indicated in the Supervisor's Booklet) during the second hearing of each part to give candidates enough time to write one or more answers
- after each part to give candidates enough time to check their answers.

The recording does not contain the usual inserted amounts of preparation or transfer time, just a few seconds to allow you to comfortably pause the CD. Length of pauses during the test is at the Supervisor's discretion.

4.4 Arrangements for candidates with hearing difficulties

For some candidates, the use of special amplification through headphones or other technical aids might be sufficient, and you can use the standard Listening test. You can arrange this without having to submit an application.

4.5 Hearing-impaired version

This version is for candidates who have difficulty hearing recorded sound because of their level of hearing impairment, who are able to lip-read in English, or who can access the test content through a combination of hearing and lip-reading. Instead of playing a recording, the Supervisor reads out each text to the candidate **three** times in the following way.

First, the Supervisor will read each passage or extract at natural speed. During the second reading, the Supervisor will pause (stop reading) from time to time both before and after each text and stopping at each asterisk (*). This gives hearing-impaired candidates time to read the questions and write their answers. During the third reading, the Supervisor will read through the whole passage or extract again, without stopping.

It is helpful for Supervisors to listen to a standard sample test recording on the [Cambridge Assessment English](#) website (go to the relevant exam and select **Exam format** from the menu) so that they become familiar with the speed of the test.



The Supervisor should also carefully study the *Supervisor's Booklet*, sent with the live materials, which includes full instructions and a script for the test. They should then re-seal the envelope and you must sign across the seal. The envelope can then be re-opened in front of the candidates. All further steps are given in the *Supervisor's Booklet*.

4.6 Arrangements for candidates with visual difficulties

Candidates with visual difficulties have a test paper in Braille or in large print, together with the Special Arrangements version of the Listening CD.

4.7 Arrangements for candidates with writing difficulties

An offline paper-based Special Arrangements version of the Listening test (see above) might also be appropriate for candidates who are unable to write as they listen, for example because of cerebral palsy, dyslexia, dysgraphia or a broken arm, and therefore need extra time.

4.8 Reading – Online

- An online version of the Linguaskill Reading test is available for candidates who just require extra time, but need to be exempt from the Listening.
- An online version of the Linguaskill Listening and Reading test is available for candidates who just require extra time.

4.9 Reading – Offline

- Please refer to the support site for the different versions offered.
- As this component is combined with Listening, please ensure that your chosen version for Listening is your version for Reading.

5. Modified Speaking tests

5.1 Speaking – Online

- An online version of the Linguaskill Speaking test is available for candidates who just require extra time.

5.2 Speaking – Offline

- Please see the list of modified materials available on the support site and see the information below as to what is available.
- Offline Speaking tests will be conducted by a Speaking Interlocutor.

Candidates can ask to take the test with modified material if they have:

- severe hearing, speaking or visual difficulties
- a specific learning difficulty, such as dyslexia
- communication or interaction difficulties, such as Autistic Spectrum Disorder (ASD)

5.3 Modified material, special arrangements and equipment

- For blind candidates, material is provided as written prompts in Braille.
- Candidates who are partially sighted can ask for enlarged visual material or enlarged written prompts.
- For hearing-impaired candidates and candidates with speaking difficulties, the standard Speaking test materials, which consist of visuals and text as appropriate, are used.
- Speaking Interlocutors must read through and familiarise themselves with the material to be used at least an hour before the test. Each *Interlocutor Booklet* contains:
 - An introduction and explanation of how to conduct the test
 - Sets of interlocutor frames to use with the test
 - Print versions of brailled material
 - Modified Large Print material
- Please note that candidates are not allowed to use **signing** or **sign language** in a Speaking test.
- Equipment – to record the candidate's responses you will need a digital recorder which has the following characteristics:
 - It should be possible to create a separate file for each candidate taking the Speaking Test.
 - It should be possible to play back the recording and return to the start of each Speaking Test.
 - It must not be a mobile phone.

5.4 Test room & people allowed in the test room

The people allowed in the test room are:

- The Speaking Interlocutor
- The candidate
- The Support Worker(s) if considered necessary – see below

Sometimes the exam might be conducted in a prison, closed religious order, secure military zone or other restricted setting.

5.5 Support workers

- Support workers are not normally allowed to accompany a candidate for any part of a Cambridge English test. Usually, they can only stay with the candidate as far as the test room and must then wait outside until the test component is finished. You may wish to consider giving permission for support workers to accompany candidates into the test room, for example, if a candidate needs help to hold their head upright.
- When a support worker or carer is permitted in the test room this must not be a relative of the candidate.
- Support workers who are permitted in the test room, or who are permitted to help the candidate outside the test room during supervised breaks, must be supervised in the same way as a candidate would be, and are subject to the same restrictions on personal possessions and electronic equipment.

5.6 Instructions for submitting a candidate's responses

Transferring Speaking Test audios from the recorder to a PC (if not captured by a PC) and uploading audio files to Cambridge Assessment English FTP.

As soon as possible following the delivery of the Speaking test, the following steps must be taken:

- All Speaking test recordings must be saved with the following file name format:

[Candidate Family Name]_[Date in DDMMYY format]_LinguaskillSpeaking_entry code.

- Check that the data has transferred successfully.
- Upload the audio files to the Cambridge Assessment FTP.
- Follow instructions to access the FTP in the email you received when the test was approved by Cambridge Assessment English.

Please return all the candidate's test materials in the return envelope provided with the address labels to:-

Cambridge Assessment English
Cambridge Assessment DC10
Hill Farm Road
Whittlesford
Cambridge
CB22 4FZ
United Kingdom

If further clarification is needed, please contact the Cambridge Assessment English Helpdesk at helpdesk@cambridgeenglish.org or **+44 1223 553997**.

Completion of Speaking Tests

Once the results have been issued to the candidate, please delete all files from the PC and the digital recorder.

6. Modified Writing Tests

6.1 Writing – Online

- Online versions of the Linguaskill Writing test are available for candidates who just require extra time.

6.2 Writing – Offline

- Please see the list of modified materials available on the support site and see the information below and in **Section 7.2** as to what is available.

6.3 Promoters

- In exceptional circumstances where a candidate has a substantial and long-term difficulty resulting in being persistently distracted or in significant difficulty in concentrating, you can apply for the candidate to have a promoter.
- With permission, the invigilator may act as a promoter. They can point at the question paper if the candidate's attention wanders, or use an agreed signal to draw the candidate's attention back to their question paper. The invigilator must not read any part of the question paper to the candidate, nor offer help of any kind with reading the candidate's responses or explaining the meaning of anything in the test.

6.4 Writing answers

When preparing Special Arrangements for candidates, you should discuss with candidates their usual method of writing their answers in exams. If a candidate cannot write their answers on the standard answer sheets or booklets, they should be given paper to write or type on.

In these cases, you must:

- supply suitable sheets of blank paper (please ask the candidate about their preferred size, whether they want lined paper, what the spacing between lines should be, etc.)
- ensure that centre and candidate details are written at the top of each sheet used (centre number, candidate name and entry code)
- tell the candidate to number their answers clearly on each sheet used.

Examples of how candidates with particular difficulties can write their answers are given below. Blind candidates can:

- speak their answers to a person who writes them down for them
- use a Braille machine
- use a computer or word processor or other form of assistive technology.

Please note that if a candidate produces their answers in Braille, it is your responsibility to provide a transcript. Failure to produce a transcript may delay the release of the candidate's results.

Partially sighted candidates can:

- speak their answers to a person who writes them down for them
- use a computer or word processor or other form of assistive technology
- write their answers on a separate piece of paper (see above).

Candidates with physical disabilities (e.g. those with motor impairment such as cerebral palsy, etc.) can:

- speak their answers to a person who writes them down for them
- use a computer or word processor or other form of assistive technology
- write their answers on a separate piece of paper (see above).

Candidates who have difficulty producing clear handwriting (such as those with dyslexia or dysgraphia) can:

- write their answers on a separate piece of paper
- use a computer or word processor to type their answers (see the [Assistive Technology Guide](#))
- have a 'Copier' to print out their answers legibly after the candidate has written them. This must be an exact copy of the candidate's work, including errors. Also see **Sections 6.7 & 6.8**.



Please note that no candidate can use voice-recognition software.

6.5 Assistive technology

Assistive technology includes specialist equipment that has been designed for use by blind and partially-sighted people and those with physical disabilities. It can only be used by the candidate and not by someone acting on the candidate's behalf.

The candidate must be proficient in the use of the equipment. Operator manuals cannot be used in tests.

Before the test, you must:

- make applications for Special Arrangements in advance of the test. See **Section 2.2**.
- ensure that equipment is checked before the day of the test
- ensure that appropriate arrangements are made for invigilation and that invigilators are familiar with this booklet.



On the day of the exam you must:

- check the candidate's equipment
- ensure that the instructions from this booklet are followed.



Please see the [Assistive Technology Guide](#) on the support site for more information.

6.6 Readers and Scribes

The objective of Special Arrangements is to enable candidates with disabilities to demonstrate their true achievement in relation to the assessment objectives of a syllabus. This principle applies to help with reading questions and writing answers in the same way as it does to other types of Special Arrangement. The use of a Reader/Scribe must not:

- create a misleading impression of the candidate's English language skills
- change the focus of the test
- give an unfair advantage over other candidates.

What is a Reader?

A Reader is a person who reads out material in question papers to candidates with Special Arrangements (e.g. visually-impaired candidates).

The use of a Reader is restricted to candidates with a disability which prevents them from reading specific types of text themselves. In this context, "reading" includes the use of Braille or enlarged print.

Candidates who are able to read using modified question papers (i.e. brailled or enlarged print versions) or assistive technology (e.g. screen magnifiers) must do so.

What is a Scribe?

A Scribe (also Amanuensis) is a person who writes down the candidate's dictated answers. Candidates with a Scribe are asked to spell certain words and asked to give the punctuation. The Scribe can also read answers back to the candidate.

This provision is regarded as an exceptional arrangement since all candidates should be able to write their own answers, and is restricted to candidates with a disability which prevents them from writing. In this context, "writing" includes the use of Braille, laptop, or other forms of assistive technology.

Candidates with visual impairments can have someone read to them and write down their answers.

Candidates with dyslexia or other specific learning difficulties cannot have someone writing or assisting them to write their answers.

Code of practice

- A candidate should, wherever possible, have adequate practice in the use of a Reader/Scribe.
- The Reader can also act as Scribe.
- You are responsible for the Reader/Scribe.
- The candidate's own teacher should not be acting as a Reader/Scribe although this might be considered in exceptional circumstances.
- We will not permit other candidates at the centre, or relatives of the candidate, to act as Readers/Scribes.
- You must ensure that candidates who are using a Reader/Scribe are invigilated separately from other candidates.
- An invigilator must be present in addition to the Reader/Scribe.
- Additional time can be permitted for the use of a Reader/Scribe.

Responsibilities of a Reader/Scribe

During a test, a Reader/Scribe must:

- be familiar with the task types and texts in Cambridge English tests
- read/write accurately and at a reasonable rate
- be prepared for periods of inactivity during the test; help must only be given where it is requested
- immediately refer any problems in communication during a test to the invigilator. It might be necessary to provide us with a Special Consideration form if the use of a Reader has been unsuccessful for some reason.
- not give factual help to the candidate, nor offer any suggestions
- not advise the candidate regarding, for example, which questions to do, when to move on to the next question, or the order in which the questions should be done.

In addition, the Reader must:

- read, as often as requested, the questions, as well as the answers which the candidate has already written down
- if asked, give information regarding time elapsed and remaining time
- if asked, give the spelling of a word which occurs in the question paper (otherwise spellings must not be given)
- not offer the candidate any other kind of assistance, e.g. indirectly by using intonation.

In addition, the Scribe must:

- produce an accurate record of a candidate's answers
- only type what the candidate dictates. If the candidate's intended answer is unclear, they must ask them to explain. The candidate must dictate their answers clearly, indicating all punctuation and capital letters. The Scribe must ask candidates to dictate the spelling of words which are less common, likely to cause confusion (e.g. those where there is a similar but different word in the candidate's first language) or homophones.

We recommend that you arrange for the Reader/Scribe to discuss the above code of practice with the candidate before the test, and work out a procedure between them. For example, the Reader might say, "I'll read through the questions first. Then I'll pause after each paragraph and you can ask me to repeat any of the questions. Then I'll read the whole text again at the end."

Wherever possible, the candidate must be given the opportunity to practise with the Scribe before the test, ensuring the candidate is confident about saying the letters of the alphabet and the types of punctuation.

Failure to follow the regulations above might result in the disqualification of the candidate.

6.7 Transcripts

The purpose of a transcript is to enable the marking of a candidate's answers. This transcript needs to be submitted directly into the Linguaskill test online.

The production of a transcript, or an exact copy of a candidate's responses, is restricted to candidates who prepare their exam answers in Braille or where the candidate has written their answer offline.

6.8 Making a transcript of a candidate's answers and submitting the transcript into Linguaskill online

It is your responsibility to transcribe all Braille answers into Linguaskill online (the online platform used by Cambridge Assessment English) before returning the scripts. Failure to do this is likely to result in significant delays to the candidate's results. In certain circumstances, the Entries Unit may give advance permission for answers to be transcribed (copied in clear writing) e.g. where the candidate's writing is difficult to read due to a specific learning difficulty or injury. Candidates using Braille do not need to request permission.

- Please open the Linguaskill test online and copy and paste the candidate's response into the appropriate parts of the test.
- The transcript must be transcribed into Linguaskill online immediately after the exam in the presence of the candidate and under secure conditions.
- With brailled answers, the most convenient method of producing a transcript might be to ask the candidate to dictate answers to a transcriber at the end of each component. Some types of assistive technology (for example Braille keyboards) have the facility to convert Braille input to printed text output.
- The transcript must be produced on separate sheets of paper, labelled clearly 'Transcript of Candidate's Answers' and marked with the candidate's name and number. The transcriber should clearly label each answer with the corresponding question number.
- The candidate must dictate their answers clearly, including all punctuation.
- The transcriber is required to ask the candidate to dictate the spelling of words which are less common, likely to cause confusion (e.g. those where there is a similar but different word in the candidate's first language), and/or homophones.
- The transcript must be an exact copy of the original answers. Any errors of grammar, spelling or punctuation must be written exactly as given by the candidate and must not be corrected. If the transcriber is not sure about what the candidate has written, they should ask.

On completion, the transcript must be:

- signed by the transcriber
- countersigned by, or on behalf of, the Centre Exams Manager
- attached to the back of the candidate's answers
- included with the centre's other materials and despatched to us in the usual way to:

Cambridge Assessment English
Cambridge Assessment DC10
Hill Farm Road
Whittlesford
Cambridge
CB22 4FZ
United Kingdom

If further clarification is needed, please contact the Cambridge Assessment English Helpdesk at helpdesk@cambridgeenglish.org or **+44 1223 553997**.

7. Overview of test components

7.1 Timetabling

Standard time windows do not apply to candidates who are using modified papers (i.e. Braille, Modified Large Print or Special Arrangements versions of tests, including Hearing Impaired (lip-reading) versions) and who may have extra time approved.

You must give candidates a break between components.

7.2 Materials

Exam	Component	You will need:	We provide:
For Special Arrangements and Hearing Impaired versions: <ul style="list-style-type: none"> You can open the test material up to 24 hours before the test. Supervisors must read through the Supervisor's Booklets, check the CD and re-seal the materials. The CEM must sign across the seal. The envelope can then be re-opened in front of the candidate. 	Listening	<ul style="list-style-type: none"> Soft pencils (B or HB) Erasers Pencil sharpeners CD/audio player Blank or lined answer sheets for candidates who cannot use pre-printed answer sheets/booklets 	Modified materials where relevant: <ul style="list-style-type: none"> Large Print question papers Brailled material and print versions of Brailled material Supervisor Booklets and Question Papers CDs Teleform answer sheets Attendance register Script return envelope(s) Bar code label(s) containing exam, component and candidate range information
Linguaskill	Reading	<ul style="list-style-type: none"> Soft pencils (B or HB) Erasers Pencil sharpeners Blank or lined answer sheets for candidates who cannot use pre-printed answer sheets/booklets 	Modified materials where relevant: <ul style="list-style-type: none"> Large Print question papers Brailled material and print versions of Brailled material Teleform answer sheets or booklets Attendance register Script return envelope(s) Bar code labels containing exam, component and candidate range information
Linguaskill	Writing	<ul style="list-style-type: none"> Pens Extra paper (not allowed for other components) Blank or lined answer sheets for candidates who cannot use pre-printed answer sheets/booklets 	There are separate Question Booklets and Text Booklets for Reading. There are combined Question and Answer Booklets for Writing. There are Interlocutor Booklets and Candidate Booklets for Speaking.
Linguaskill	Speaking	Digital recorder	

7.3 Preparation

In addition to the items listed above:

- We recommend that candidates using modified question papers or Special Arrangements versions of Listening tests are examined separately and on their own. If there is only one invigilator, they must not be related to the candidates or have been their teacher. The invigilator must have a way of asking for help without leaving candidates unsupervised.
- Candidates who only require administrative arrangements, e.g. extra time, may be examined with other candidates taking the standard online papers. Please ask other candidates to leave the exam room as quietly as possible without disturbing any candidates who require extra time.

Seating

- Candidates using wheelchairs may need a room with wider doors.
- Candidates should sit at a desk or table, unless they need a specially-designed working surface. In particular, please ask wheelchair users for their usual method of working.
- Candidates using modified large print or brailled material will need a lot of table space. The room should also be large enough for the candidate to move around in and sit down at the table easily. Try to ensure that the table is reasonably close to the door and remove any potential trip hazards.
- Before the test, find out what help, if any, the candidate needs to move around the test centre and exam room. If necessary, guide them to the table etc., rather than just walk in front of them. Allow blind candidates to take your arm and let them know when you are approaching the table, and where the chair is.

7.4 Authorised and unauthorised items

- You must check all equipment (e.g. wheelchair writing surface, mobility aids) to ensure that they do not contain any unauthorised items.
- Mobility aids should be kept at the side of the candidate's desk and not on the desk itself.
- No eating or drinking is allowed in the test room except for water in a clear plastic bottle. You should make exceptions for candidates with medical conditions (e.g. diabetes) where medical evidence has been provided. Candidates with diabetes may, with permission beforehand, bring with them all equipment for injections and checking blood sugar levels in a clear plastic bag which you can check at the start of each component. They may bring a snack or drink (contents must be visible through the packaging), in a clear plastic bag.

7.5 Invigilating

Candidates who want to leave the room

If a candidate who is being separately invigilated asks to leave the room during the Listening test due to an emergency, pause the recording and resume the test when they return.

Supervised breaks

- Candidates are only usually allowed to take supervised breaks during the Listening test if this has been arranged in advance.
- For other components, as well as (or instead of) extra time, candidates may be allowed supervised breaks. This might help if they have difficulty concentrating for long periods.
- Candidates are allowed to leave the test room under supervision and the timing of the test should be stopped and re-started when the candidate is ready to continue. The length of the break is at the discretion of the supervisor, according to the candidate's needs. Bear in mind that too long/frequent breaks may negatively impact a candidate, too. If a candidate has extra time, the supervised rest break is not included in the extra time allowance.

7.6 Overview of instructions for submitting candidate's responses

Listening and Reading

You must ensure that the candidate's responses are accurately written on the teleform answer sheet provided. This answer sheet **MUST** be scanned and uploaded to the FTP link that you will have received in an email. If for some reason, you cannot scan and upload the answer sheet, we will have to mark the hard copy of the answer which you will send to us in the post.

Speaking

You must ensure that all Speaking test recordings are saved with the following file name format:

[Candidate Family Name]_[Date in DDMMYY format]_LinguaskillSpeaking_entry code.

You must check that the data has transferred successfully. You must upload the audio files to the Cambridge Assessment FTP.

Writing

You must ensure that the candidate's answers are directly transcribed into the appropriate parts of the candidate's Linguaskill test online. This test is **only** to be used to enter special arrangements Linguaskill responses that have been written or typed outside the system, such as Braille or handwritten responses.

There are two parts to this test. Type up the candidate's response to each part **exactly as it is written, including any errors.**

Please return all the candidate's test materials in the return envelope provided with the address labels to:-

Cambridge Assessment English
Cambridge Assessment DC10
Hill Farm Road
Whittlesford
Cambridge
CB22 4FZ
United Kingdom

If further clarification is needed, please contact the Cambridge Assessment English Helpdesk at helpdesk@cambridgeenglish.org or **+44 1223 553997**.

Candidate Instructions


Instructions to candidates who have extra time only

For candidates who are taking the standard Linguaskill online test together with other candidates, and who have been authorised extra time only: please follow the standard procedures.

Instructions to candidates using modified question papers

Please follow the instructions below.

STEP 1: Before you start the first component


- 
- Candidates who use assistive technology may keep this equipment with them.
 - If the candidate is using any electronic device to read, write or listen with, wait until the candidate has set up the equipment, switched it on and is happy that it is working correctly. You may prefer to ask the candidate to set up any equipment in advance, when you can check the equipment (please see the [Assistive Technology Guide](#) for Centres).
 - For all other electronic items, follow your centre's procedures for collecting and storing these. Make sure they are switched off and kept outside of the test room. Explain to the candidate that they cannot use these until after the last written component. Make it clear that they will be disqualified if they have any electronic items in the exam room during the exam.
 - Switch off your mobile phone or turn off the sound/vibration.

Follow STEP 1 only once, before you start the first component.

STEP 2: Instructions to candidates

If they are not already seated, invite the candidate to sit at their desk.

Check candidate's ID now. The ID must stay on the candidate's desk during each component.

- 
- Explain that they are under test conditions and they must follow your instructions. If they cheat, they will be disqualified.
 - Tell the candidate that if they use any electronic items during the test (apart from those that have been approved), they will be disqualified.
 - Tell the candidate that if they need a toilet break during any of the tests, they must put their hand up and wait in their seat. They must not leave the test room for toilet breaks during the last 10 minutes of the test.
 - Explain that if they finish their test early, they must put their hand up and wait in their seat. They must not permanently leave the exam room in the first 30 minutes or the last 10 minutes.
 - Hand out answer sheets for this component only. Depending on the candidate's usual method of writing, these may be blank sheets of paper, lined sheets of paper, standard answer sheets, on the question paper or on a Braille sheet. Distribute rough paper for candidates to take notes for the relevant **Writing** component only.

Timings:

Standard time windows do not apply to candidates who are using modified papers.

You must give the candidate a break between components.

- ▶ You are now under exam conditions.
- ▶ You must follow my instructions. If you cheat, you will be disqualified.

For all exams:	<ul style="list-style-type: none"> ▶ On the answer sheet / paper: <ul style="list-style-type: none"> • write your name in English letters • write the centre number and your entry code
<p>▶ I will now give you the question paper. Do not open it yet. <i>Open the question paper envelopes now in front of the candidate and hand out the question papers.</i></p> <p><i>For blind or visually impaired candidates, note that there are two booklets for each Reading component. If necessary, identify each booklet separately to the candidate.</i></p> <p><i>Point out any important information about the paper (e.g. any changes).</i></p>	
<p>▶ Please read the instructions on the front of the question paper. <i>Hold up a question paper and point to the instructions on the front cover. Give the candidate a minute to read them. During this time check they have signed their answer sheet or written their name, candidate number and centre number.</i></p> <p>▶ Read the instructions for each part of the test carefully.</p> <p>▶ Write only your answers and nothing else on the answer sheet / paper.</p>	
Listening and Reading	▶ You can also write on the question paper, but you must copy your answers to the answer sheet before the end of the test.
Writing	▶ You can use extra paper for your notes. Copy your answers from the extra paper to your answer sheet before the test ends. If you need more paper during the test, put your hand up.
<p>▶ I will tell you when there are 10 minutes and 5 minutes left.</p> <p>▶ At the end of the test, you must stop writing when I tell you and stay at your desk.</p> <p>▶ Do not take any test materials out of the room.</p> <p>▶ If you have a problem during the test, put your hand up.</p> <p>▶ Are there any questions? <i>Give the candidates some time for questions about the instructions.</i></p>	
<p>▶ Open your question paper and begin. <i>Check the time on the clock. Write the exact start and finish times on the board.</i></p>	



If you haven't already checked the candidate's ID, remember you must do so now.

STEP 3: Finishing the component

Repeat STEPS 2 and 3 for all written components except the Listening test.

STEP 4: Instructions to candidates for the Special Arrangements and Hearing Impaired (lip-reading) Listening tests

Please see the *Supervisor's Booklet* for information about the Special Arrangements and Hearing Impaired (lip-reading) Listening tests.



- **You must check the candidate's ID before the start of the recording.**
- Hand out the teleform answer sheets for the Listening and Reading test.
- *Special Arrangements* version: If your Listening equipment and/or CD fails, contact the Cambridge Assessment English Helpdesk at helpdesk@cambridgeenglish.org or **+44 1223 553997**.



- ▶ You are now under exam conditions.
- ▶ You must follow my instructions. If you cheat, you will be disqualified.
- ▶ On the answer sheet / paper:
 - write your name in English letters
 - write the centre number and your entry code
 - (if relevant) shade the candidate number boxes if you have space provided for this on your answer sheet

If relevant, ask the candidate to sign the answer sheet. Write down any name corrections to give to the CEM/supervisor later.

- ▶ I will now give you the question paper. **Do not open it yet.**

Open the question paper envelopes now in front of the candidates and hand out the question papers. Point out any important information about the paper (e.g. any changes).

- ▶ Please read the instructions on the front of the question paper.

Hold up a question paper and point to the instructions on the front cover. Give the candidate a minute to read them. During this time, check the candidate has signed their answer sheet or instead written the required details (name, candidate number, centre number).

- ▶ At the end of the test, stop writing when I tell you and stay at your desk.
- ▶ Do not take any test materials out of the room.
- ▶ If you have a problem during the test, put your hand up.
- ▶ Are there any questions?

Give the candidate some time for questions about the instructions.

**Special Arrangements CD version:**

- ▶ Listen to the instructions for each part of the test carefully.
- ▶ You will hear each text or extract twice.
- ▶ The CD will be paused from time to time to give you time to read the questions, make notes and to write and check your answers.

Arrange a convenient signal with the candidate to indicate that you can continue after a pause (this could be by nodding or lifting their head but should be different from raising their hand to signal a problem during the test).

- ▶ I will now play the introduction to check that you can hear the CD clearly.
- ▶ Put your hand up if you have a problem hearing it.
- ▶ Do not open your question paper yet.

Play the introduction and pause the CD after the introduction to check that the candidate can hear clearly. Adjust the audio and replay the introduction if needed.

Hearing Impaired (lip-reading) version:

When spelling out a word, or saying a number, please speak as slowly and deliberately, and as clearly as possible.

- ▶ Listen to the instructions for each part of the paper carefully.
- ▶ You will hear each text or extract three times. The first time I will read through the text or extract without stopping. The second time I will stop from time to time to give you time to look at the questions and make notes. The third time I will read through the text or extract without stopping.

Arrange a convenient signal with the candidate to indicate that you can continue after a pause (this could be by nodding or lifting their head but should be different from raising their hand to signal a problem during the test).

- ▶ If you are using a separate sheet of paper, write the number of the question at the beginning of each answer.
- ▶ At the end of the test, stop writing when I tell you and stay at your desk.
- ▶ Do not take any test materials out of the room.
- ▶ If you have a problem during the test, put your hand up.
- ▶ Are there any questions?

- ▶ I will now play the introduction to check that you can hear the CD clearly.
- ▶ Put your hand up if you have a problem hearing it.
- ▶ Do not open your question paper yet.



Play the introduction and pause the CD after the introduction to check that the candidate can hear clearly. Adjust the audio and replay the introduction if needed.



- ▶ I will now start the test. You will hear when to open your question paper.

Now play the recording, pausing as instructed in the Supervisor's Booklet.

Now read the text in the Supervisor's Booklet.

STEP 5: Finishing the Listening test

- **Do not give any time warnings.** The recording on the CD and the script in the Supervisor's Booklet include all time warnings, necessary pauses and instructions to copy answers to the answer sheets.
- At the end of the test, tell the candidate to stop writing and put their pencils down. Check that they do this.
- Tell the candidate to stay in their seat.
- Collect all question papers and answer sheets. Count all the materials to check that you have collected everything.
- Tell the candidate to leave quietly.
- **Upload the candidate's teleform answer sheet to the FTP server.**
- Collate all answer sheets, ensuring that they correspond to the relevant attendance register.
- Pack materials in a script return envelope or an A4 envelope.



- You must always seal the envelopes before taking them out of the exam room. If you use A4 envelopes instead of script return envelopes, you must sign across the seal.
- Pass any name corrections to the CEM, as well as reports for Special Consideration and malpractice.

Contact us

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Shaftesbury Road
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CB2 8EA
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