

Modified Papers – (FAQ) WJEC Website

Available Modifications

What modifications are available from WJEC/ EDUQAS?

A4 18pt Arial Bold

A4 24pt Arial Bold

A3 24pt Arial Bold

A3 36pt Arial Bold

Modified Language

NIQP (Non-interactive question paper) for use with electronic readers and copying onto coloured paper

Unified English Braille (UEB) – Grade 1 (Uncontracted) and Grade 2 (Contracted)

Tactile Diagrams

What format of modified paper do I order for a learner?

WJEC are unable to specify what modifications would be most suitable for a learner. If a centre is unsure of what modified format to order, it is sensible to speak to the candidate's teacher or ALNCo.

What is a modified paper?

A modified paper is an examination paper prepared for a candidate where existing access arrangements are unsuitable. They are available in a range of formats that can help with a range of difficulties encountered by the candidate.

What is a non-interactive question paper (NIQP)?

A non-interactive question paper (NIQP) is a PDF of the standard question paper. This version of the paper can be accessed via Portal 60 mins prior to the timetabled assessment where there is a valid entry at the centre. You could also download a PDF of a Modified Large Print Question paper in the same way; however, you should order the hard copy via Access Arrangements Online (AAO) to ensure this format has been originated.

Are you able to supply a modified language paper?

Yes. WJEC/EDUQAS supply Modified Language papers in a variety of subjects. Modified Language papers cannot be ordered for some subjects where they have already been modified by the specialist at source.

What is the deadline to order a modified paper?

November (Autumn) series - 20th September

January (Winter) series – 4th October

May/June (Summer) series - 31st January

****The late submission of a request or failure to adhere to the final deadline restricts the work of the awarding body and can result in an order being rejected****

Do I need to make entries before ordering modified papers?

No. Entry deadlines are after the modified paper deadline, so you do not need to make your entries before. If the paper is not needed and the candidate is not entered, please delete the order on Access Arrangements Online (AAO).

How do I order a modified paper?

Orders must be submitted using the **JCQ Access Arrangements Online (AAO)** web tool. The web tool is located on WJEC's Portal. The ability to request and download a modified paper is restricted to the primary account holder within a centre. Please select 'Access Arrangements' and then 'Order modified papers' and follow the process to make and **submit** a request. You can refer to the process flow in chapter 6 of the JCQ Access Arrangements and Reasonable Adjustments book.

What happens if a candidate changes tier when I have already ordered a modified paper?

You will need to cancel the order as soon as possible on AAO and reorder the correct tier.

If teachers are unsure which tier the candidate is sitting, can centres order both tiers?

Yes, you can order both tiers. However, once the candidate has been entered for the exam the incorrect tier must be cancelled in AAO. To cancel find the original order and click on the candidates' surname. This

will allow you to cancel the paper no longer required.

Can I still order a modified paper after the deadline?

The production window, from an awarding body receiving an order for modified papers through to the point papers are despatched is extremely small. The quality assurance process is rigorous for modified papers; there are many quality checks to undertake. Timely orders for modified papers are essential. Late orders will not be readily accepted as delivery cannot be guaranteed.

There is no option to request a coloured paper on AAO?

WJEC/EDUQAS do not supply papers printed on coloured paper as per JCQ guidelines.

I have a candidate who requires a modified paper but also on coloured paper what do I do?

Make the order through AAO to ensure a modified paper is produced. You will receive a hard copy of the paper then you will need to download a PDF of the required Modified Large Print Question paper from Portal 60 mins prior to the timetabled assessment to print on the preferred coloured paper. You will need to ensure there is a valid entry at your centre to allow you to access this PDF.

Do you offer papers specifically modified for colour vision deficient candidates?

All our papers are created with colour vision deficient candidates in mind. Please see the guidelines published on our website outlining how we ensure our papers are accessible for colour vision deficient candidates.

General modified paper queries

How do I order Grade 1 braille as AAO only allows me to order Grade 2?

AAO only allows orders for Grade 2 braille, but this does not mean WJEC/EDUQAS cannot provide it. Make the order for Grade 2 braille and then email modifiedpapers@wjec.co.uk providing your order number and the information that you require Grade 1 Braille. We will amend our system locally to ensure Grade 1 version is produced and supplied.

What time will PDF papers be available before the published start time?

Papers are made available 60 minutes before the published start time.

The modified paper I need to order is not visible on AAO

The AAO site can be case sensitive when concerning search terms entered. Select 'WJEC' as the awarding body from the drop-down menu and then enter the first four characters of the component code of the paper. *If the candidate is sitting Mathematics Numeracy Unit 1 Foundation (3310U10-1) for instance, you will only need to enter 3310 into the search tab and this should bring up all the papers that begin with '3310'. This can be particularly important if more than one modified paper is needed or if the paper is available in a variety of tiers.

I have entered the search terms correctly but the modified paper I need to order is still unavailable

Check that the search terms entered are the component code and not the specification or option code. AAO recognises the specific component code of the individual paper. Enter the first four characters of the component code and search.

Can I access past papers for mock purposes that have been modified?

Yes. Past papers are available on the WJEC/EDUQAS Portal. They are available to download in PDF format. Select the subject and qualification level needed from the drop-down menu, and under 'Type of document' select 'Modified Past Papers'. This will then identify those modified papers available at the bottom of the page. The modified paper version will have the suffix either MLP (Modified Large Print) or ML (Modified Language).

Past papers can also be accessed through our public website, on our individual subject pages under the Past Papers tab. Please ensure the 'Show modified past papers' box is checked.

Please be aware, past papers from the previous year are available only through the WJEC/EDUQAS Portal, as per our Publication Policy.

For Braille past papers, please email modifiedpapers@wjec.co.uk.

I have not received confirmation of my modified paper order

AAO does not provide a confirmation to a centre when an order is submitted. However, a centre can return to access the order at any time to check it. Centres must ensure that they click the **SUBMIT** button which confirms that the order has been successfully placed. A failure to do so will result in the request remaining in a draft folder and will result in the centre not receiving the order placed.

I have placed the wrong modified paper order for a learner or circumstances have changed

AAO will allow the option to cancel a modified paper order. If you no longer require the question paper or need to change a request, please delete the original order line and re-order required paper.

I have received a modified paper, but it appears different to a standard paper

The process of modifying a question paper involves changes to the initial layout and presentation of a standard paper without changing the demands of the assessment. For example, diagrams may be re-drawn; images omitted, or certain words changed to make the paper more accessible.

When will I receive my delivery of modified papers?

WJEC/EDUQAS aims to despatch modified papers approximately 7-10 days before the published examination date.

I have not received my delivery of modified papers and the examination is within 5 days

Please ensure that you have successfully submitted the request via AAO. If you have checked and submitted the order, please email modifiedpapers@wjec.co.uk. We will then attempt to resolve the query.

My modified paper order is incomplete

Please check the delivery note that accompanies your order. The delivery note will contain all the order details and highlight if there are any outstanding papers to follow.

For queries regarding access arrangements, please contact specialrequirements@wjec.co.uk

Modified Paper process broken down for centres

