

Availability of Assessment Materials in Modified Formats Policy

Policy Statement

WJEC's mission statement encapsulates our commitment to our learners and equality of opportunity: to support our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential.

Specifically, within the context of the availability of past assessment materials in modified formats, WJEC has taken a principles approach to ensuring that we can reasonably meet the needs of learners. We welcome early engagement from centres regarding learners that might require assessment materials in modified formats, so that we can discuss potential options and ensure that they are produced in time for assessments.

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. Modified formats help ensure parity, by ensuring that learners with varying needs are able to access assessment materials so that they may demonstrate their skills, knowledge and understanding.

Definitions:

Examination paper - any assessment instrument that, at the time, needs to be held securely so that the contents are not available to candidates. This includes:

- Printed and digital versions of external examination papers (including on-screen assessments taken by candidates);
- Documents which set out the requirements of extended tasks; and
- Any resources related to any of these assessments, which are not released to candidates in advance.

Past papers – an examination paper from a previous year or series, usually used for exam practice or to support revision

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.

Access Arrangements Online (AAO) is a web tool, hosted by JCQ, that allows an Examinations Officer to submit an application for an access arrangement and order modified papers quickly and efficiently.

Policy Principles:

1. Orders for assessment materials in the JCQ agreed formats (Appendix 1) for live series to be made via the JCQ Access Arrangements Online (AAO) web tool by the published deadline for that series (Appendix 2). It is important that, as far as possible, these deadlines are adhered to so that we can be confident we can deliver high quality assessment materials on time.
2. Requests for alternative formats of assessment materials and individual needs of learners will be considered. Requests should be emailed to modifiedpapers@wjec.co.uk. We endeavour to acknowledge requests within five working days.
3. All modified assessments*, produced for a live series, will be available on WJEC's Portal the day after the final examination in that series.
4. All modified assessments*, produced for a live series, will be available on our public website in line with our [publication policy](#).
5. All requests for past paper Braille assessments should be emailed to modifiedpapers@wjec.co.uk. If materials already exist in this format because they were ordered during the live series, WJEC will make arrangements for a hard copy to be sent directly to a centre or make available the electronic Braille files for a centre to produce a hard copy of the assessment themselves.
6. Where a required format has not been produced for an examination series, we will endeavour to produce a modified version(s) on request, as outlined in the JCQ Access Arrangements and Reasonable Adjustments document, Section 6.1. Please be aware that the lead-in time for past paper production is advisory but that in peak periods, production of past papers may take longer than three months. It is therefore important to plan ahead and request materials as early as possible.
7. Requests made by, or on behalf of, private candidates will be considered in accordance with our guidance in the student support section of our website.
8. When modifying assessments to provide large print or Braille formats, WJEC adheres to the UKAAF Best Practice Guidance for Examinations.
9. When creating a modified language assessment, WJEC engages BATOD Approved Language Modifiers (BALM) to advise on any amendments necessary to make language more accessible. WJEC is working towards ensuring all assessments are accessible at source using the BALM modifiers, negating the requirement for this additional modification.
10. All subject teams and appointees involved in the development and production of assessment materials are required to undertake training in producing accessible and inclusive assessment materials and adhere to WJEC's guidance:
 - Designing accessible & inclusive assessments
 - Readability guidance
 - How to design accessible and inclusive assessment materials for colour blind learners
 - Guide to completing an Equality Impact Assessment

*with the exception of Braille – see Principle 5

Audio and audio-visual materials for examinations

For assessments in WJEC GCSE Modern Foreign Language qualifications and all Music and Media Studies qualifications where there is an audio-only or audio-visual resource, a 25% extra time version of the mp3 or mp4 resource is available one working day prior to the day of the examination to download from Portal along with a timing sheet. Subtitled versions of mp4 formats are also available to download one working day prior to the day of examination from Portal.

For learners who require a different extra time percentage, guidance is given to aid centres in allocating additional time throughout the assessment.

Our approach to modifying assessment materials

WJEC works with a range of specialist suppliers to produce modified assessment materials ordered via Access Arrangements Online in the formats outlined in Appendix 1. Both WJEC and its specialist suppliers are committed to adhering as closely as possible to the UKAAF Best Practice Guidance for Examinations. We aim to ensure consistency and high quality across producers and assessments. The guidance provides some flexibility in how an assessment item may be modified to ensure it is accessible to a learner with a visual impairment. We encourage centres and learners to use our range of modified past papers to familiarise learners with the assessment experience. For GCSE Mathematics, following Best Practice Guidance Section 4.2.1 Diagrams, our assessments may be presented differently. For example, if a standard question includes a 3-D diagram, it is likely that this diagram will be replaced by a physical model or cut-out shape(s). This will be noted in the past paper materials. Some centres may have models or shapes from the live examination series. However, if not and the models or cut-out shape is required for past paper practise, please contact modifiedpapers@wjec.co.uk.

Feedback

WJEC is committed to continuous improvement and values the insights of those who use its modified assessment materials. We actively welcome feedback from teachers, learners, parents and other stakeholders to help ensure our materials remain accessible, appropriate and high quality.

WJEC is an engaged member of the wider accessibility and assessment community. We participate in the [Access Consultation Forum](#), chaired by Ofqual, and are regular attendees at the Wales Association of Vision Impairment Educators (WAVIE) Examinations Group. These partnerships help us stay informed about sector developments, share good practice and respond proactively to evolving learner needs.

We encourage all feedback – whether related to the design, clarity or usability of our modified materials – as it plays a vital role in shaping future improvements.

Monitoring and review of the policy

The policy will be reviewed at least annually or more frequently if there is a significant external or internal business change which impacts upon the policy.

Related documents

[JCQ Access Arrangements and Reasonable Adjustments](#)

[The Equality Act 2010](#)

[WJEC Publication Policy](#)

[WJEC Modified Papers Frequently Asked Questions document](#)

Further information

For modified paper queries, please email modifiedpapers@wjec.co.uk .

Student support private candidates page: [Eduqas](#), [WJEC](#), [CBAC](#)

Appendix 1: Taken from Section 6.1 of JCQ's *Access Arrangements and Reasonable Adjustments* booklet

The standard formats available are:

- A4 modified 18 point bold
- A3 modified 24 point bold
- A4 modified 24 point bold
- A3 modified 36 point bold
- Tactile diagrams with print labels for use with modified enlarged papers
- Braille papers including tactile diagrams with Braille labels
- Modified language (where available)
- Non-interactive electronic (PDF) question paper
- Transcript of listening test/media

Centres should note that the option of an A3 modified enlarged paper, 36 point bold, may not be available in all subjects.

Appendix 2: Deadlines for ordering modified papers for a live series taken from Section 6.9 of JCQ's *Access Arrangements and Reasonable Adjustments* booklet

November (Autumn) series - 20th September

January (Winter) series – 4th October

May/June (Summer) series - 31st January