

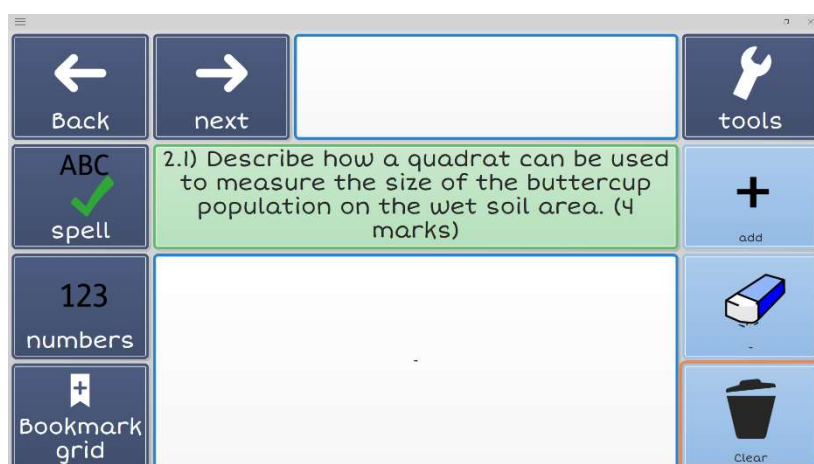
Here are some tips for preparing and administering exams within Grid 3. Please note this should only be used as part of the student's 'Normal Way of Working' and therefore they will already be accessing learning materials through Grid 3.

Preparation of External Examinations in to Grid 3

We would recommend purchasing ABBYY Finereader PDF Reader to convert exam papers from pdf format into a word document for ease of adapting the exam into Grid 3. This means you can left text from an electronic exam paper easily to copy/paste into cells within Grid 3. As part of the Access Arrangements requested, you should have already requested a PDF paper so that you can transpose it into Grid 3 for accessibility reasons (e.g. to access the paper using eye-gaze or switch).

Before each exam

- Check past papers and prepare blank question papers for each type of question, even though questions may vary they follow similar layouts, this will speed up the process when you come to adapt the actual paper under a time limit
- Request electronic copy of the paper to be emailed directly to person preparing the exam, this will be after extensive negotiation with the exam board
- In longer exams, provide a front page so that the student can return to a specific question without having to scroll through pages
- Check all equipment is fully working and charged. We would also recommend having a 2nd computer with Grid 3 installed for exam preparation and student
- USB stick with necessary adaptors



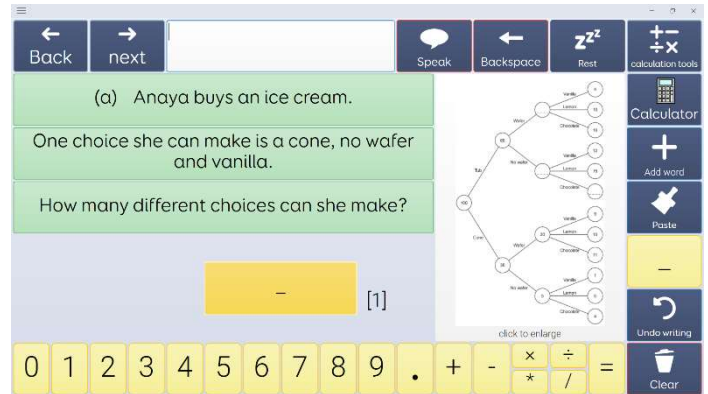
Preparation of the exam

- Sometimes an exam board may not allow access to an electronic version. If this is the case you will need to scan the papers in to make an electronic version. Ensure you keep them in order.
- Questions should have question number, marks, and total marks for that question and make sure these are added to the page within Grid 3
- Questions should always be presented with all the information on the paper. You cannot omit anything, amend or change anything in terms of presentation. Because in exams you may have a question paper and a separate reading materials paper, you may need to create links between them on question pages so the student can go back to sources.
- Language should not be altered in any way between the question paper and the Grid.
- No additional information can be added to a page. Information cannot be reordered on the page, consider this carefully when adding in multiple choice answers.
- Where there is a large amount of information or an illustration or map, put this on a different page and provide a jump back and forth.

- Large sections of text are permitted to be read aloud (even in English Language exams) to reduce strain on working memory. Ensure you have this agreed in advance and ensure that the cells do this within Grid 3 before giving the paper to the student.
- Exam Grid to be transferred via USB stick between preparation device and the student's device at the time of the exam. You can't create the exam in advance on the student's device.
- Exam integrity is paramount so you will be expected to lock yourself in a room and sign in/out any papers you are working on. You will likely need to do this very early on the day of exams so you will also need access to the school building early that morning.

Checking exams

- Have somebody available during preparation to proofread paper before it is transferred to the student's device. Have the actual paper in front of you during proof-reading to cross reference it. Any mistakes on the adapted paper could be detrimental to the student.
- This same person should act as a liaison between person preparing the exam and the exam room. It is highly likely that the person adapting the exam paper will be working away on the next paper whilst the student is working on the previous exam in exam conditions. It is helpful for the preparer to know that the student is accessing the paper well.



Exam Room

- One person will be needed to scribe onto the exam paper in addition to the electronic copy printed out.
- One person will be needed to invigilate within the room due to the range of complex exam arrangements needed.

For More Information

If you need help in adapting papers for students to Grid 3:

- the AAC Exams Access Working Group are able to provide links to professionals that can provide the role of adapting papers in advance of and on exam days.
- Training in adapting exams into Grid 3 can also be provided: contact the working group for links to professionals with extensive experience in this approach.
- Past papers can also be purchased adapted into Grid 3, please speak to the working group to find out more.