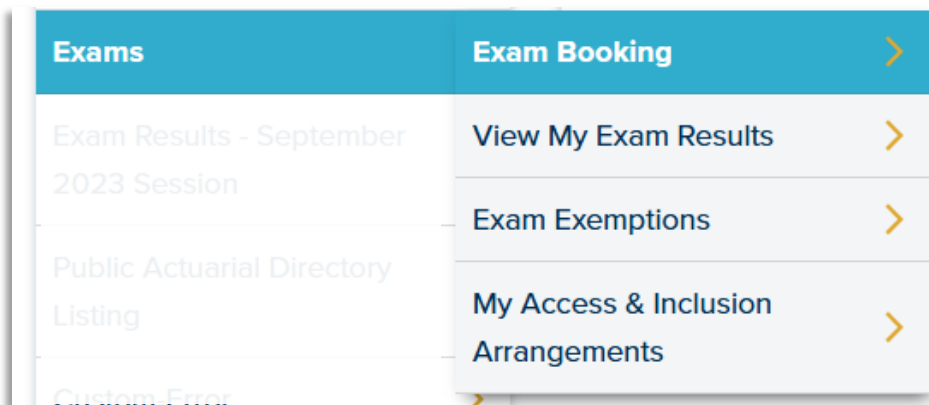


Applying for Access & Inclusion Arrangements – Online Application Process

To start an application:

1. Go to the 'Exams' section in your Member Portal, this can be found on the left-hand side menu.
2. Then select, 'My Access Arrangements'.



3. Select the 'Start Application' button.



To complete an application:

The application process is divided into three sections:

1. Access & Inclusion Requirements
2. Comfort & Additional Requirements
3. Evidence & Declaration

Part One: Access & Inclusion Requirements

- a. Give details on the reason for your application, e.g. broken wrist

Access and Inclusion requirements

Reason for Application

Content limited to 15000 characters, remaining: 15000

- b. Select the access arrangement(s) you would like to apply for and add any additional information that may be required.

Your Access Arrangement Requirements

Please indicate the access arrangements you require.

- ☐ Extra Time
- ☐ Rest Breaks
- ☐ Use of Scribe
- ☐ Use of speech recognition software
- ☐ Use of computer reader
- ☐ Use of reader
- ☐ Carer and/or service animal
- ☐ Other

- c. Select the inclusion requirements you need and any additional information that may be required.

Your Inclusion Requirements

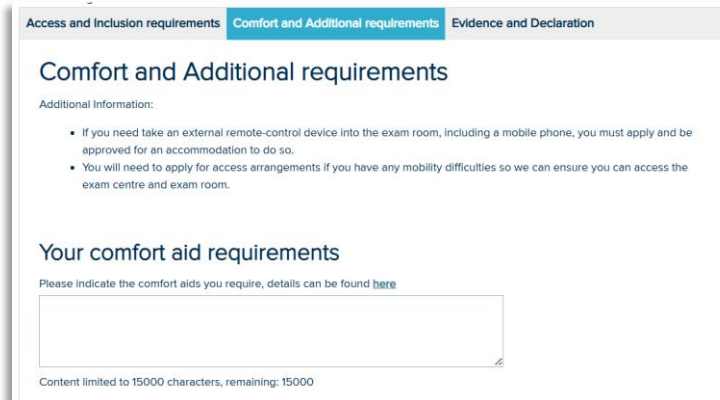
Please indicate the inclusion arrangements you require.

- ☐ Gender expression does not match official identification documentation
- ☐ Physical appearance does not/cannot be verified against official identification documentation, for example due to an injury, full or partial face covering.
- ☐ Religious observance

- d. Then click '*Next Page*' to continue your application.

Part Two: Comfort & Additional Requirements

- a. Give details on the comfort aids you require. Details of comfort aids can be found in the [Comfort Aid list](#).



The screenshot shows a web form with three tabs: 'Access and Inclusion requirements', 'Comfort and Additional requirements' (which is selected and highlighted in blue), and 'Evidence and Declaration'. The main heading is 'Comfort and Additional requirements'. Below it, under 'Additional Information:', there are two bullet points: 'If you need take an external remote-control device into the exam room, including a mobile phone, you must apply and be approved for an accommodation to do so.' and 'You will need to apply for access arrangements if you have any mobility difficulties so we can ensure you can access the exam centre and exam room.' Below this is a section titled 'Your comfort aid requirements' with a prompt 'Please indicate the comfort aids you require, details can be found [here](#)'. There is a large text input box for this section, and a note at the bottom states 'Content limited to 15000 characters, remaining: 15000'.

- b. Select or share any additional requirements you may have.



The screenshot shows a section titled 'Additional requirements to be shared with the invigilator'. Below the title is a prompt: 'Please indicate any additional requirements the invigilator should be aware of:'. There are four checkboxes with labels: 'Permission to speak or read aloud', 'Physical stimming or tics', 'Vocal stimming or tics', and 'Other'.

- c. Then click 'Next Page' to continue your application.

Part Three: Evidence & Declaration

- a. Select 'Yes' or 'No' to 'Are you providing supporting evidence'.

Access and Inclusion requirements
Comfort and Additional requirements
Evidence and Declaration

Evidence and Declaration

All applications must be supported by evidence. If you cannot provide evidence now, select 'No' and confirm the date that you can provide supporting evidence.

Are you providing supporting evidence *

☐ Yes
☐ No

- b. If you select ‘Yes’ you will be asked to upload a file. You can also upload additional files by selecting the ‘Add’ button.

Supporting Evidence

Add documents/images *

Choose file
No file chosen
(Max Size: 28mb)

Add >

- c. If you select ‘No’ you will be asked to specify a date when this evidence can be expected.

Please specify when this can be expected *

Clear

Jun
2026

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- d. Please read the declaration and tick the box.

Declaration *

☒ I declare that the information provided is true and complete to the best of my knowledge.

< Prev Page
>

Cancel

Submit
>

- e. Then select '*Submit*' to finish your application.

Reviewing your Access & Inclusion Arrangements

After you have submitted an Access Arrangements application it will appear in the main area with a status. The status will be updated from **Submitted** to **In-Progress**, to **Complete** as we progress your application.

PAST APPLICATIONS

Application Category	Started On	Status
Access Arrangements	09/06/2026	In Progress

Once your application is **complete**, any approved Access & Inclusion arrangements, along with any Comfort Aids and a summary of all arrangements, will be displayed in a table.

ACCESS & INCLUSION ARRANGEMENTS

Arrangement Type	End Date	Applicable Exams	Applicable Papers	Amount of additional time per exam (%)	Delivery Method
Extra time	31/12/2036		All	25	Centre & Remote Invigilation
Handwriting	31/12/2026	CS1, CS2, CM1	Paper A		Centre & Remote Invigilation

COMFORT AIDS

Comfort Aid Type	End Date	Applicable Exams	Applicable Papers	Delivery Method
Noise Cancelling Headphones/Earbuds	30/06/2028		All	Centre & Remote Invigilation

SUMMARY OF ACCESS & INCLUSION ARRANGEMENTS

Centre Exams	Remote Exams
25% extra time. 10% Rest breaks. Uses noise cancelling headphones. Handwriting for A papers only.	25% extra time. 10% Rest breaks to be taken in front of the camera. Uses noise cancelling headphones. Handwriting for A papers only.

