

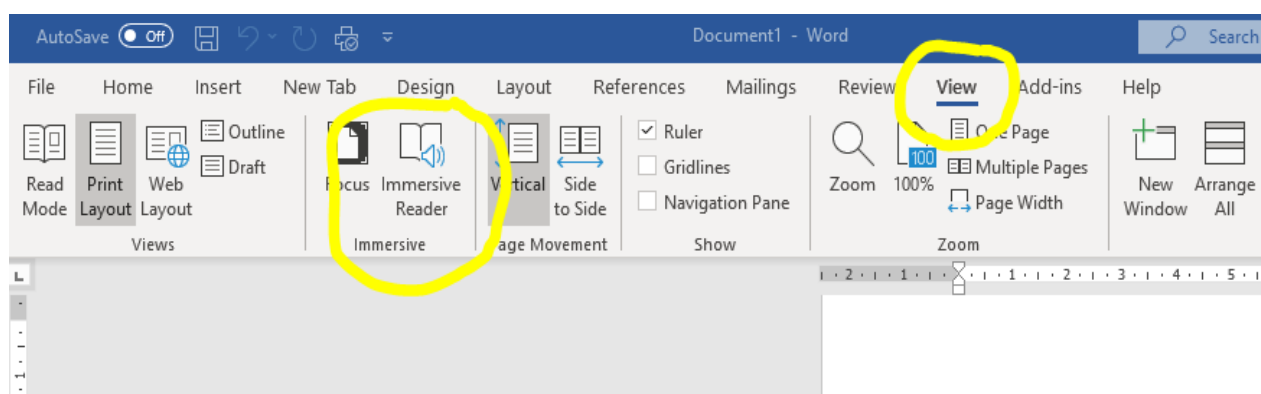
Guidance for KS4 and KS5 Students who have Access Arrangements (AA):

This guidance is written for KS4 and KS5 students who have provisional AAs. It lists each AAs and then gives instructions for how that AA will work, remotely.

1. **Reader - Use 'Immersive Reader'**. This can only be accessed through the Word files in either Teams or Word online.

To access:

1. Open ABK website.
2. From ABK website, open and log in to Office 365 (using your Alderbrook email login).
3. Open Word web app.
4. Click on 'View' – this is above the italics *i* symbol.



5. Click on 'Immersive Reader'.
6. Click on the play button.

Below is a video link showing how to access Immersive Reader.

<https://www.youtube.com/watch?v=BqdwRQ7NrC4>

- Recommendation: Please use Immersive Reader, before your assessments, so you are familiar with how it works.

2. 25% Extra time (ET):

- Each assessment is a 40-minute assessment, meaning that you will have 10 minutes added, taking the total time to 50 minutes.
- Ideally, you will change pen colour to evidence your use of ET.

3. Rest Breaks:

- If rest breaks are taken, then please add that time onto the end of when the exam finishes.
- Write on the top of your assessment paper, the time you stopped and re-started the assessment and the reason why.

4. Laptops:

- If you normally have AA laptop provision, and don't have a laptop, please contact IT support.

5. Scribes:

- Students with scribes will be contacted separately.

10.2.20