

Access Arrangements – use of a practical assistant

If you have been assessed as eligible for use of a practical assistant, someone will be appointed to help you complete your examination. A practical assistant may be appointed in cases of a specific impairment or a temporary inability, where you are unable to use both hands. Where the practical assistant is required to help you complete coursework, you may be permitted to remain in your normal classroom. For a written examination you will be invigilated in a smaller examination venue.

Rules that the practical assistant has to follow are:

The rules – the use of a practical assistant

- **must** perform practical tasks **as specifically approved by the awarding body** and according to the candidate's instructions, unless the skill to be performed is the focus of the assessment, (in which case the practical assistant **will not** be permitted) or the procedure would be unsafe;
- **must** immediately refer any problems in communication during the assessment to the invigilator or examinations officer;
- **must abide by the regulations since failure to do so could lead to the disqualification of the candidate;**
- **must** ensure the safety of the candidate and those around him/her;
- **must not** give factual help to the candidate or indicate when the task is complete;
- **must not** advise the candidate on which questions to do, when to move on to the next question, or the order in which questions should be answered;
- **may** ask the candidate to repeat instructions where these are not clear.