

British Council is committed to the inclusion of people with disabilities and special needs in taking UK examinations we offer. Candidates that have special needs can often be supported to take examinations with the British Council. The exact arrangements that we can offer will depend on the particular examination board, since as with all arrangements, each board has its own regulations and services. If you believe that you, or one of your students, requires special arrangements, you should contact one of our business administrators for advice in the first instance.

Arrangements for those requiring support for hearing or sight might include:

A. Modified Material

- Braille papers: contracted **OR** uncontracted
- Enlarged print: A4 size (18ptbold font) **OR** A3 size (15.5pt font)
- Listening Material: special needs CD **OR** lip-reading test
- Speaking Material: Brailled **OR** enlarged written prompt **OR** enlarged visual prompt
- Exemption: Listening **OR** Speaking

Arrangements for those with learning difficulties such as dyslexia, or with physical discomfort/disability etc might include:

B. Administrative Arrangements

- Extra Time: 25% - 100% extra time depending on the nature of the special need
- Supervised Breaks: Regular breaks during the examination
- Use of Computer/Word Processor
- Availability of Reader
- Availability of Amanuensis
- Availability of Scribe/Copier (verbatim transcript)
- Speaking Test: Standard Format **OR** With 'Dummy Partner' **OR** In Single Format
- Separate Invigilation

This is an indicative list, not exhaustive, and you should ensure that you have consulted with the examination team prior to registering (candidates) for examinations. You should also note that in most cases, the examination board will require a recent medical report/certificate and at least 6 weeks notice so that materials can be prepared and made available in good time. It also allows enough time for the Board to assess individual candidate's needs and for British Council to ensure appropriate arrangements are made. We strongly advise that for ESOL, IGCSEs, A levels, O levels, and ABRSM examinations that you consult with the relevant business administrator at the time of registration. We are committed to ensuring that our venues have wheelchair access and that anyone who requires wheelchair access can take our examinations.

Your Business Administrators are:

Sandra Pallari:	ESOL and IELTS examinations	Tel: 22 585115
Alexia Achilleos:	IGCSEs, O levels and A levels	Tel: 22 585118
Emilia Fiakkou-Hadjicharou:	ABRSM	Tel: 22 585113