

Special arrangements



If a candidate has special requirements, there is a simple process for agents to follow to administer a Special Arrangements test in the chosen language skill. The following provides an overview of the process. Support is also available via documents on the Support Site and through our Helpdesk.

1 Establish need

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Establish whether the candidate qualifies* for special arrangements.

*Approval for special arrangements is at the discretion of Cambridge. Medical evidence is not required to approve requests for special arrangements.

3 Complete the form

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Complete the Special Arrangements form on the Support Site – this will guide you through a series of options to ensure that the correct test variant with special requirements is made available to you on your preferred date. Complete one form for each candidate.

5 Set up the test

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For online tests the Special Arrangement session will be visible in your list of available sessions within two UK working days (for a limited time). Make the candidate entry with test credits and generate the entry code, as per standard practice. For offline tests you will receive an email with specific instructions on session and entry set up depending on the type of test requested.

7 Material delivery

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Any materials necessary for the test will be provided via a secure online folder that the agent will be given access to, or delivered by post if necessary (e.g., Braille).

9 Results

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Results will be available in five UK working days (after receipt of candidate response at Cambridge if taken offline).

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2 Test notice period

Consider the different time frames for Special Arrangement tests taken online and offline, before booking with the candidate in the normal way.



Online

If the Special Requirement is additional time, the test can be taken online, so can be booked two days in advance.

Offline

If the Special Requirement means the test must be taken offline, book the test a minimum of three weeks in advance.

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4 Confirmation

You will receive a confirmation email with a Helpdesk ticket number.

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6 Resources

Please check to see what resources you need on the day. This may include an interlocutor, someone to input the data, a recording device or a scanner.

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8 The test



Online

The candidate sits the test online. The process continues in the same way as the standard Linguaskill test.

Offline

The candidate sits the test offline. The process for uploading the results to Metrica varies for each skill and you will be advised of the process in the email sent to you at point 5. Support is available through our Helpdesk. Return all material and hard copies of the candidate responses to Cambridge and destroy any additional printed documents provided via the secure online link.

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10 Test Report Form (TRF)

Download the TRF from the Cambridge Test Portal.

Support available to you

Support Site: support.linguaskill.com

Helpdesk: +44 (0)1223 553997 or Helpdesk@cambridgeenglish.org