# Modified Papers - (FAQ) WJEC Website

## **Available Modifications**

## What modifications are available from WJEC/ EDUQAS?

A4 18pt Arial Bold A4 24pt Arial Bold A3 24pt Arial Bold A3 36pt Arial Bold Modified Language NIQP (Non-interactive question paper) for use with electronic readers and copying onto coloured paper Unified English Braille (UEB) – Grade 1 (Uncontracted) and Grade 2 (Contracted) Tactile Diagrams

#### What format of modified paper do I order for a learner?

WJEC are unable to specify what modifications would be most suitable for a learner. If a centre is unsure of what modified format to order, it is sensible to speak to the candidate's teacher or SENCO.

## How do I order a modified paper?

Orders must be submitted using the JCQ Access Arrangements Online (AAO) web tool. The web tool is located on WJEC's secure website. The ability to request and download a modified paper is restricted to the primary account holder within a centre. Please select 'Access Arrangements' and then 'Order modified papers' and follow the process to make and <u>submit</u> a request. You can refer to the process flow in chapter 6 of the JCQ Access Arrangements and Reasonable Adjustments book.

## What happens if a candidate changes tier when I have already ordered a modified paper?

You will need to cancel the order as soon as possible on AAO and reorder the correct tier.

### If teachers are unsure which tier the candidate is sitting, can centres order both tiers?

Yes, you can order both tiers. However, once the candidate has been entered for the exam the incorrect tier must be cancelled in AAO. To cancel find the original order and click on the candidates' surname. This will allow you to cancel the paper no longer required.

## Can I still order a modified paper after the deadline?

The production window, from an awarding body receiving an order for modified papers through to the point papers are despatched is extremely small. The quality assurance process is rigorous for modified papers; there are many quality checks to undertake. surey ordes;

## Can I access past papers for mock purposes that have been modified?

Yes. Past papers are available on the WJEC/EDUQAS Secure website. They are available to download in PDF format. Select the subject and qualification level needed from the drop-down menu. This will then identify those modified papers available at the bottom of the page. The modified paper version will have the suffix either MLP (Modified Large Print) or ML (Modified Language). For Braille past papers please email modifiedpapers@wjec.co.uk

#### I have not received confirmation of my modified paper order

AAO does not provide a confirmation to a centre when an order is submitted. However, a centre can return to access the order at any time to check it. Centres must ensure that they click the **SUBMIT** button which confirms that the order has been successfully placed. A failure to do so will result in the request remaining in a draft folder and will result in the centre not receiving the order placed.

#### I have placed the wrong modified paper order for a learner / circumstance have changed

AAO will allow the option to cancel a modified paper order. If you no longer require the question paper or need to change a request, please delete the original order line and re-order required paper.

#### I have received a modified paper, but it appears different to a standard paper

The process of modifying a question paper involves changes to the initial layout and presentation of a standard paper without changing the demands of the assessment. For example, diagrams may be re-drawn; images omitted, or certain words changed to make the paper more accessible.

#### When will I receive my delivery of modified papers?

WJEC/EDUQAS aims to despatch modified papers approximately 7-10 days be-0 1 36 54.5Tm0.0784 g0.00

Modified papers arrive in black question paper packets with a yellow label attached to the front of the packet. Check the label carefully and email modifiedpapers@wjec.co.uk if any details are incorrect.



The modified question paper is despatched to arrive in good time prior to the timetabled exam date. You may not always receive all modified papers in the same despatch, and they will arrive separately to any standard version paper orders.



The modified question paper is printed.