PROCEDURAL MANUAL FOR THE IMPLEMENTATION OF ACCOMMODATIONS
GENERAL GUIDELINES:

- School management is responsible and accountable for the overall management of support for learners who may require differentiated assessment and accommodations.
- School management is responsible for coordinating support for learners who experience barriers to learning, completing the required documentation for accommodation(s) and/or exemption(s) and sending it with attached examples of the learner's written work to the IEB panel for assessment. The School will be responsible for coordinating all aspects related to the implementation of the accommodations during exams, e.g. provisioning of equipment, timetabling, sourcing of accommodation providers, etc. Payment of readers/scribes should be organised by the school management.
- The letter from the IEB granting approval of accommodations/exemptions must be kept by the Chief Invigilator.
- In the case of examinations involving a candidate who will be writing in a venue other than the main examination venue, the following documents about the procedure should be provided:
  - A signed affidavit by the accommodations provider that he/she has read and understood the contents of this policy document on how to administer the accommodations.
  - A signed declaration by the candidate giving consent for a recording of the session to be made and then at the end of the examination, a signed declaration that the procedure was fair.
  - Any examination conducted in a separate venue with a candidate and an accommodations provider must be continuously recorded in its totality and the recording submitted with the exam script to the IEB. The recording device must be tested prior to its use in each examination and the battery life checked. Should the battery power be low, new batteries must be inserted to the device prior to the examination. Digital recordings need to be copied to a CD at the end of each examination and submitted with the candidate's answer booklet. The CD should be labelled with the candidate's examination number, exam venue, and date/time of the examination and put in a plastic sleeve with the answer booklet.
- All Scribes and Readers should be present at the venue at least 10 minutes before the official reading time begins in order to collect the exam paper once the seal is opened.
- All Scribes and Readers should be present when the Chief invigilator reads any errata/additions or explanations of the paper before they leave to go to the separate venue to start reading time.
- During the 10 minute reading time the candidate may not highlight or mark parts of the questions in any way.
- Please ensure that the scribe and or reader are familiar with the examination regulations.
1. **Additional Time**

- Additional time is awarded for learners with physical, sensory, medical or learning barriers that may require additional time to formulate, write or check their examination papers. It is also granted for learners whose accommodation placed additional demands on the candidate (e.g. reading fewer words for enlarged print) and if the stress of the examination exacerbates certain disabilities (e.g. psychiatric conditions).
- Candidates should be seated in an area in the examination venue where they will not be disturbed by other candidates leaving the venue.
- Candidates must be informed as to their specific times they will finish and be given the appropriate time warnings as the end of the examination approaches.
- Candidates who have been granted additional time need not make use of the full additional time period, but they must remain in the examination venue for the standard time set for the paper.
- The additional time must be provided in all subjects that the learner is writing.

2. **Scribe**

- It is school management’s responsibility to vet scribes. The scribe should have familiarised themselves with the document on the procedures required to act as a scribe beforehand and sign the declaration of competence which should be kept on record by the school.
- The person appointed to be a scribe could be a retired teacher or competent adult. The scribe may not be a family member of the candidate or have any relation to the candidate (example: mother or father's partner/tutor/friend etc.). The scribe must not have any learning difficulties themselves. It is advisable to use the same scribe throughout the candidate’s examinations.
- Before the examination the scribe must introduce themselves to the candidate and inform them about the venue for the examination.
- Professionalism and integrity must be maintained at all times.
- A scribe is appointed to write the candidate’s answers to questions verbatim.
- The candidate and the scribe must each receive a copy of the question paper. The candidate may be allowed to plan answers prior to dictation and the planning may be scribed. The examination booklet that contains the planning must be submitted at the end of the examination.
- The scribe may only communicate with the candidate to request that an answer be repeated.
- The scribe should remain neutral and impartial during the exam session.
- Scribes must be mindful that assistance with an answer can be indirectly communicated by the tone of voice, facial expression and body language.
- It is preferable that the learner should draw and label any diagrams or graphs required themselves. If the barrier to learning prevents them from doing so, then the scribe should execute instructions exactly as directed by the learner.
The following instructions should be read to the candidate at the beginning of each examination:
- "Read the question paper and note the mark allocation at the end of each question."
- "Decide which questions you will do first and when you are ready to start you must tell me what to write."
- "If you wish, you may first plan or write an answer in your book and then read it to me to write down."
- "Please indicate the start of a new paragraph."
- "You must indicate capital letters and punctuation like inverted commas."
- "If the correct spelling of a word is being assessed in language examinations, you must spell it for me."
- "I will write down exactly what you say to me."
- "When you are finished tell me which question you want to do next."
- "You may read over what I have written and request that I make changes if you so want to, and if there is time to do so."
- Should any queries arise from the candidate (example: "what do they want me to do?")}, respond by reminding the candidate that you cannot be of any assistance.

When spelling is being assessed, the candidate must spell the word for the scribe.

The candidate must indicate the format of a letter or essay to be written, e.g. the address, beginning, end and headings.

Examinations in subjects where numeracy skills are being assessed should not be done with a scribe due to the nature of the subject. However, if due to a physical reason, a scribe is required for these subjects it should be noted in the application. The learner should indicate or write the Mathematical symbols to be written down by the scribe.

The scribe may not read any section of the paper to the candidate.

The scribe can be seated next to or opposite the candidate.

The scribe must remain with the candidate if they finish the examination ahead of time.

The declaration must be signed by the candidate that the procedure was fair and to his/her satisfaction.

At the end of the examination the scribe should return the examination paper to the chief invigilator.

The copy of the recording of the exam must be handed in with the answer booklet.
3. Reader

- It is school management’s responsibility to vet readers. The reader should have familiarised themselves with the document on the procedures required to act as a reader beforehand and sign the declaration of competence which should be kept on record by the school.
- The person appointed to be a reader could be a retired teacher or competent adult. The reader may not be a family member of the candidate or have any relation to the candidate (example: mother or father’s partner/ tutor/friend etc.). The reader must not have any learning difficulties themselves. It is advisable to use the same reader throughout the candidate’s examinations.
- Before the examination the reader must introduce themselves to the candidate and inform them about the venue for the examination.
- Professionalism and integrity must be maintained at all times.
- The candidate and the reader must each receive a copy of the examination paper.
- A reader is appointed to read any part of the examination paper and any part of the candidate’s answers. Text may only be repeated at the request of the candidate.
- The reader must be neutral and impartial at all times.
- The following instructions should be read to the candidate at the beginning of each examination:
  "You must tell me what to read. I may not explain any word or question. When you have finished answering a question you must tell me what to read next. If you want me to read what you have written, you must tell me to do so."
- Care must be taken that the reading tempo is suitable for the age of the candidate.
- Mark allocations and question numbers are read clearly.
- The text and questions are read while the candidate follows on his/her own question paper.
- Mathematical symbols should simply be pointed to, and not read, as this could communicate knowledge the learner does not have (e.g. R. is Rand) and give clues to the answer to the question.
- Readers should be as little disruptive as possible. Limit movements as much as possible – for example pacing around the venue, paging through the examination paper etc.
- Readers are not allowed to be actively doing other work while in the venue as this could disrupt the candidate.
- The declaration must be signed by the candidate that the procedure was fair and to his/her satisfaction.
- At the end of the examination the scribe should return the examination paper to the chief invigilator.
- The copy of the recording of the exam must be handed in with the answer booklet.
4. **Amanuenses**

This refers to the practice where a competent adult **reads** the questions to a candidate **as well as writing** down the candidate's responses verbatim.

- Amanuenses must always be conducted in a separate venue.
- All the guidelines applicable to a reader and scribe set out above needs to be implemented for amanuenses.

5. **Use of a computer (typing)**

- The candidate must be well acquainted with the use of a computer.
- Computers used for examination purposes must be correctly disabled for the duration of the entire examination session. Computers must be checked by the chief invigilator prior to the examinations session. Standard formatting is permissible but the computer may not contain any stored information (clear of any subject-related information). In addition, predictive text software, grammar check, spellcheck, a thesaurus, dictionary and internet access must also be disabled.
- Computers may not be connected to each other or to the school network or the internet and the necessary software used should be updated.
- An invigilator must be present in the computer room.
- Candidates may use an answer booklet for rough work and to answer some questions that are not well-suited to typed responses (e.g. graphs and drawings, etc.). This must be submitted with the typed answer script to the chief invigilator.
- The candidate must save his/her work regularly.
- The learner must type his/her examination number at the top of each page of typing and number the pages. Question numbers should also be indicated clearly.
- At the end of the examination the learner's work must be printed out and the learner must verify that it is his/her work. Access to a printer in working order is therefore essential with sufficient print cartridges and paper.
- A scribe must be on standby in case of a power cut.
- A copy of the exam should be saved by the school for record purposes, either electronically or printed.
- The invigilator should return the examination paper to chief invigilator to be placed with the other learner's papers.

6. **Electronic Reader**

- Electronic reader (utilising Dragon Vocaliser software) allows the examination paper to be read to candidates via a computer.
- Schools must have access to the examination portal if this accommodation is used.
- Candidates using the Electronic Reader may be seated in the main examination venue. However, candidates make use of headphones in order not to disturb others.
- A human reader must be on standby in case of a power cut.
7. **Enlarged Print**

- Enlarged examination papers may be provided for learners with visual impairments. The specific font size required will be determined by the nature of the impairment. Such papers are provided in hard copy.
- Candidates should also receive a copy of the examination received by mainstream candidates.
- The optician/ophthalmologist should recommend the specific font that the candidate requires.

8. **Braille**

- When a candidate has been educated using Braille, examination papers will be provided in the appropriate Braille code.
- Prior to translation into Braille, the examination papers must be adapted by examiners working in collaboration with experts in education for learners with visual impairment. De-Brailling must be done under controlled circumstances. During the marking process, the adapted memoranda as well as Braille experts must be available.

9. **Handwriting**

- A handwriting accommodation sticker must be placed on each of the candidate's answer booklets to indicate to the marker that untidy writing must be accommodated.

10. **Spelling**

- A spelling accommodation will not be granted where the primary area of difficulty is with the language of learning, teaching and assessment due to the fact that this is not the home language of the candidate.
- A candidate can be regarded as having a barrier to assessment if it is almost impossible to evaluate his/her work due to spelling problems.
- A spelling sticker is attached to the front cover of every examination answer booklet. This indicates to the marker that spelling errors must be ignored so long as the words are phonetically correct.
- At Grade 12 level (languages in Paper 1), textual editing is examined and the ability to correct spelling errors is considered part of the content knowledge a candidate should have mastered and therefore spelling will count.
- If a candidate has a scribe and spelling accommodation, the learner will have to spell the words for the scribe to write down verbatim for textual editing.
11. **Separate Venue**

- A separate venue is a quiet environment away from the main examination centre and must meet the minimum requirements to be approved as an examination venue. It must have its own invigilator.
- The use of a separate venue is either to assist an individual candidate for medical, emotional or learning barriers or to prevent possible disturbance from other learners in the examination venue.
- Only one candidate may be in a separate venue for scribing and reading. The examination must be recorded.
- If a separate venue is needed for the use of computers, or for candidates with anxiety disorders, then these candidates may be seated in one venue with an invigilator.

12. **Practical assistant**

- A practical assistant is appointed to aid a candidate who is unable to do certain basic tasks involved in an examination for him/herself (such as turning a page or manipulating equipment in a practical examination for physically disabled learners) to ensure that the learner is able to complete an examination.
- The practical assistant may only speak to the candidate in order to gain clarity regarding the instruction from the learner regarding the assistance required.
- The practical assistant may not do scribing or reading duties.

13. **Prompter**

- A prompter is used when a candidate is easily distracted. The prompter refocuses the candidate's attention by using a verbal cue ("Focus on your work") or a physical cue (tap on the shoulder or desk).
- The prompter must not communicate with the candidate beyond what is outlined above.
- The prompter may not assist the learner with time management.
- A separate venue is required and the session must be recorded.
- The copy of the recording of the exam must be handed in with the answer booklet.

14. **Rephrased examination papers**

- This kind of examination is only applicable to candidates who are deaf or significantly hard of hearing. Rephrased examination papers use simplified language; embedded glossary; bolding words; using shorter sentences and white space.
- A copy of the examination paper for mainstream candidates must also be made available to candidates who qualify for a rephrased examination paper.
15. **Rest breaks**

- A rest break is granted to a candidate who is not able to remain seated and writing for the duration of the examination (e.g. due to a back problem or diabetes).
- The rest break is a period of time when the candidate is not required to be at his/her desk but must remain in the examination venue. **Rest break time does not count as extra writing time.** The rest break time used will be added to the examination session.
- The frequency and length of the rest breaks will be determined by the IEB panel.
- The candidate is not obliged to utilise the rest breaks granted if he/she feels no need for them on the day.
- A separate venue may be required for this accommodation.

16. **Specific Equipment**

- The IEB panel must be notified of and grant approval for the use of any specific equipment required by a candidate in order for him/her to show what he/she knows and can do (e.g. physical disabilities or special reading apparatus for the visually impaired).
- Such equipment must not give a candidate an advantage over their peers.
- Should such equipment be a source of distraction for other candidates, the use of a separate venue may be required.

17. **Medication/Food intake**

- Candidates may need to take medication during an examination and/or have access to food and beverages used to maintain sugar levels and treat low blood sugars.
- Rest breaks should also be applied for in conjunction with this accommodation. The time taken to eat and/or drink will then be added on to the standard examination time. A separate venue is usually required when this accommodation is granted so as not to disturb other candidates.
DECLARATION

I __________________________ ID number: __________________________

Declare that:

- I have read and understood the IEB's Procedural Manual for the Implementation of Accommodations.
- I am not related, a close friend or tutor of the candidate to whom I will act as a scribe or reader.
- I fully understand the professionalism and integrity required which should be upheld at all times.
- I understand that the candidate must not gain an unfair advantage by any action under any circumstances. This includes any actions that might convey the answer to a question, facial expression or gesture that could result in the candidate reconsidering changes in his/her answer or verbal expression, clues or remarks that could benefit the candidate in any way.
- I declare that I have not helped the candidate in any way to understand the questions.
- SCRIBE: I declare that the answers were written down exactly as it was provided by the candidate.
- READER: I declare that I read the examination paper exactly as it was printed.
- I declare that I implemented the accommodation's procedure to the best of my ability.

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DECLARATION OF CANDIDATE

Strictly for internal records of the school

Examination number: ____________________________________________________

I declare that:

- The scribe/reader is not a relative, close friend or tutor of mine.
- I am satisfied with the process of the scribing/reading to me during the examination.
- I was given the opportunity to change and or adjust any answers that I needed.
- I was not given any unfair assistance or help in any way.
- I was given all my personalised accommodations awarded by the IEB.
- I have given my consent for the session to be recorded to ensure fairness and objectivity.

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