

Earlscliffe (Sussex Summer Schools Ltd)

EXTRA TIME AND DICTIONARIES POLICY FOR EXAMINATION CANDIDATES

Bilingual translation dictionaries

- Bilingual translation dictionaries may only be used in examinations by candidates whose first language is not English.
- Such dictionaries must not be used in English or Modern Foreign Language examinations.
- Electronic dictionaries, reading pens, translators, wordlists or glossaries must not be used.
- The school may be able to provide a dictionary during an examination, but does not have a responsibility to do so.
- Candidates may not take a dictionary into the examination themselves. It must be submitted to the Examinations Officer who will decide on its suitability and store it.
- Names must be clearly written in any privately-owned dictionary if one wishes it to be returned.

Bilingual translation dictionaries and 25% extra time

Some examination candidates may have 25% extra time if they meet the following criteria:

- They have been resident in the UK for less than two years at the time of the examination.
- The examination concerned is of the type for which a bilingual dictionary is permitted (see above).
- The candidate has not previously been educated primarily in English abroad.
- The candidate does not have a level of English at or above B2 on the Common European Framework for Languages as decided by the Deputy Head according to (i) evidence of qualifications held in ESOL examinations (ii) internal assessment.
- The candidate's need of a dictionary does not in itself justify allowing the candidate extra time.
- The school publishes a list of candidates who qualify for this special consideration. The list is decided by the Deputy Head, to whom any appeal may be made.