



## Assessment Arrangements for candidates who have English as an additional language

Candidates who have English as an additional language, **and whose knowledge of English could impair their ability to communicate their attainment**, are allowed the use of a bilingual translation dictionary. This is allowed in both internal and external assessments, with the exception of assessments in English, ESOL and the candidate's first language. It is the centre's responsibility to determine whether a candidate needs to use the bilingual dictionary.

All candidates who need to use a bilingual dictionary are allowed extra time of 10 minutes per hour to use the dictionary.

You must seek approval from SQA to use the bilingual dictionary in external examinations by submitting the EAL spreadsheet. The spreadsheet can be downloaded from the SQA Secure website by clicking on **NQ** then **Assessment Arrangements** and should be completed using MS Excel.

For internal assessments, you do not need to seek approval from SQA for candidates to use a bilingual dictionary.

### Additional Information

**Word Lists** - The use of word lists for subject specific words not found in some bilingual dictionaries may be approved as an exceptional arrangement for some individual EAL candidates. SQA must ensure that any proposed word list does not provide an unfair advantage. Therefore, as soon as possible and prior to the assessment, the proposed word list **must** be submitted to the Assessment Arrangements team ([aarequests@sqa.org.uk](mailto:aarequests@sqa.org.uk)) for consideration.

**Electronic Dictionary** - The use of an electronic dictionary is allowed provided it functions as an English/first language dictionary only (word for word) and does not contain explanations or definitions of words and phrases. Any personal user word lists etc. must be disabled.

**Downloadable Dictionaries** - Centres may only download a bilingual dictionary, where it is confirmed to be a word for word dictionary and is printed out as a paper version or downloaded and used as a stand-alone file on an iPad, tablet or PC by the centre in advance of the examination. No access to networks/internet should be permitted on the day of the examinations to access these dictionaries. Before the examination, the centre must give the Chief Invigilator the list of candidates approved by SQA to use the downloaded

dictionary and written confirmation that the ICT security steps (as detailed below) have been implemented.

Access to the following hardware components should be denied:

- USB ports (apart from those required for a keyboard, mouse and/or memory stick)
- CD/DVD drive
- Infrared Ports
- Bluetooth communication
- PC/MIA ports
- Access to the internet, Wi-Fi and network folders/files must be disabled
- The operating system should be running with minimum services started
- The start menu should also be restricted so that no one can use Run, Search, etc.
- A local Computer Policy should be implemented to prevent access to non-essential parts of the operating system, for example: Notepad, WordPad, Remote desktop etc.

### **Tablets or iPad**

To ensure the integrity of the assessment process when using a downloadable dictionary on a tablet or iPad, you must ensure the following steps are taken:

- The tablet is cleared of any stored data
- The tablet cannot access unauthorised files or applications stored on the tablet, internet or other electronic devices that could connect with the tablet
- Wi-Fi is set to OFF
- Bluetooth settings are turned off
- The student does not have the password to access the centre Wi-Fi
- The student does not have access to other Wi-Fi networks
- If the tablet is 3G/4G capable, the SIM card has been removed

Candidates must be made aware that any attempt to enable any other function on a PC or tablet will be subject to malpractice consideration.

**Modern Languages** - EAL candidates may consult their bilingual dictionary in all papers (including the Listening test).

**Please note** - in the Listening papers in **Modern Languages**, and **Music** examinations, EAL candidates are allowed the use of the extra time **before** the official start time to look at the question paper and consult their bilingual dictionary.