

Assessment arrangements for candidates who have English as an additional language (EAL)

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) 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.

Online Dictionaries - Centres may only use an online 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 a 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.

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.