



Use of a bilingual dictionary for candidates who have English as an additional language

The language of assessment in SQA's qualifications is English.

This means that the translation of SQA assessment materials into a candidate's first language, or the translation of a candidate's assessment responses from the first language into English is not allowed.

Candidates who have English as an additional language (EAL), **and whose knowledge of English makes it difficult to communicate their attainment**, may be allowed the use of a bilingual translation dictionary in their SQA assessments.

The dictionaries permitted are English/first language (word for word) dictionaries that do not contain explanations or definitions of words or phrases. It is the centre's responsibility, prior to the examination, to check that the dictionaries to be used by candidates are clean copies of English/first language (word for word) dictionaries. They must be checked to ensure that no unauthorised information such as notes, revision data, have been enclosed within or written on the pages of the dictionary.

You should determine whether a candidate needs to use a bilingual dictionary. Not all candidates for whom English is an additional language will need to use a bilingual translation dictionary. The use of the dictionary should reflect the candidate's normal way of working within the centre.

For external examinations, you must submit a request to SQA for a candidate to use a bilingual dictionary by using the EAL spreadsheet. You can download this from the SQA Secure website by clicking on **NQ** then **Assessment Arrangements** and complete it using MS Excel. The bilingual dictionary is not permitted in external examinations in English, ESOL or the candidate's first language.

Candidates are allowed 10 minutes per hour extra time to use the dictionary in the external examination.

For internal assessments, you do not need to submit a request to SQA for a candidate to use a bilingual dictionary. You should refer to the assessment specification for the qualification concerned to determine whether the use of the bilingual dictionary is acceptable. A small amount of additional time may be required to allow candidates to use the dictionary in assessments undertaken under supervised/controlled conditions.

Additional Information

Word Lists

As an exceptional arrangement, a candidate may be allowed to use a word list for subject specific words not found in some bilingual dictionaries. SQA must ensure that any proposed word list does not provide an unfair advantage. Therefore, as soon as possible and prior to the assessment, you must submit the proposed word list to the Assessment Arrangements team (eal.requests@sqa.org.uk) for consideration.

Electronic Dictionaries

A candidate can use an electronic dictionary provided it functions as an English/first language dictionary only (i.e. 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

A candidate can use a downloadable dictionary provided it functions as an English/first language dictionary only. It can be downloaded and printed out as a paper version or used as a stand-alone file on a PC, iPad, or Tablet. For external examinations, you must request the use of a downloadable dictionary from SQA. Candidates are not allowed access to networks/internet on the day of the examinations to open the dictionary, so you must download it in advance of the examination.

Before the examination, you must give the Chief Invigilator the list of candidates approved by SQA to use the downloaded dictionary. You must also provide written confirmation that the ICT security steps (as detailed below) have been implemented.

PCs

You must take the following steps:

1. Prevent access to the following hardware components:
 - USB ports (apart from those required for a keyboard, mouse and/or memory stick)
 - CD/DVD drives
 - Infrared Ports
 - Bluetooth communication
 - PC/MIA ports.
2. Disable access to the internet, Wi-Fi and network folders/files.
3. Ensure that the operating system is running with minimum services started.
4. Restrict the start menu so that no one can use Run, Search, etc.
5. Implement a local Computer Policy to prevent access to non-essential parts of the operating system, for example: Notepad, WordPad, Remote desktop etc.

Tablets or iPad

You must take the following steps:

1. Clear the tablet/iPad of any stored data.
2. Ensure that the tablet/iPad cannot access unauthorised files or applications stored on the tablet/iPad, on the internet or on other electronic devices that could connect with the tablet/iPad.
3. Set the Wi-Fi to OFF.

4. Turn off any Bluetooth settings.
5. Ensure that the candidate does not have the password to access the centre Wi-Fi.
6. Ensure that the candidate does not have access to other Wi-Fi network.
7. Remove the SIM card if the tablet/iPad is 3G/4G capable.

Remember: Make sure that candidates know that any attempt to enable any other function on a PC, iPad or Tablet will be subject to malpractice consideration.

In **Modern Languages** and **Music** examinations, candidates may consult their bilingual dictionary in all question papers (including the Listening question papers). They are also allowed to use the extra time **before** the official start time to look at the question papers and consult their bilingual dictionary.