



BOTSWANA  
EXAMINATIONS  
COUNCIL

## Application for Access Arrangements

Please read the notes overleaf before completing this form. If necessary, additional sheets may be attached to this form. This form must be accompanied by psychological assessment or medical report.

1. Examination (PSLE, JCE or BGCSE)  Year

### 2. Candidate Details

Centre Number  Centre Name

Candidate Number  Candidate Name

### 3. Special Needs Type (tick where appropriate)

<b>Visual impairment</b>	<b>Hearing impairment</b>	<b>Learning Disability</b> <input type="checkbox"/> (Please specify type of learning disability)	<b>Medical Condition</b> <input type="checkbox"/>
Low Vision <input type="checkbox"/>	Deaf <input type="checkbox"/>		<b>Physical disability</b> <input type="checkbox"/>
Blind <input type="checkbox"/>	Hard of Hearing <input type="checkbox"/>		Other (Please specify) <input type="checkbox"/>

### 4. Access arrangements Requested (tick where appropriate)

Separate Room	Preferential Sitting	Enlarged Print	Practical Assistant	Extra-time (Please Specify) _____%
Modified Papers	Oral Response	Braille	Prompter	Coloured Paper (Specify colour) _____
Reader	Rest Breaks	Sign language Interpreter	Scribe/Writer	Assistive Technology device(s)
Other arrangements (Please specify):				
<b>Is supporting evidence attached?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			<b>NB. Applications for scribe/Oral responses must be recorded</b>	

### 5. List Syllabuses for which application is being made (include options at JCE or BGCSE)

1.		4.		7.	
2.		5.		8.	
3.		6.		9.	

Name of Applicant	<input type="text"/>	Designation	<input type="text"/>
Head of Centre	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Tel/Cell no.	<input type="text"/>
Fax Number	<input type="text"/>		

## Application for Access Arrangements

### Notes

- 1 This form should be used when making applications for Access Arrangements in advance for candidates who have permanent special needs (eg blind, hearing impaired) or for candidates who have a temporary disability (eg a broken arm). If a candidate is disadvantaged at the time of an examination (eg due to illness, bereavement, etc), an application should be made for Special Consideration. Applications for Special Consideration are made immediately after the examination.
- 2 Applications for Access Arrangements for candidates with permanent special needs should be made when the candidate is entered for the examination.
- 3 Provide details of the qualification (PSLE, JCE or BGCSE), the year and details of the candidate by completing sections 1 and 2 of the form.
- 4 The Access Arrangements being requested should be specified in section 3. The arrangements requested for will normally correspond to the statements included in support of the application.
- 5 The nature of the special needs should be described in section 4. Applications on behalf of candidates with long term special needs should be accompanied by supporting evidence in the form of statements from a registered medical practitioner and/or from the Special Education Department of the Ministry of Education and Skills Development.
- 6 Details of the syllabuses (and options if applicable) for which the candidate has been entered should be listed in section 5.
- 7 The signature of the Head of Centre will be taken to indicate that the application has his/her full support.
- 8 Once a completed form is received, BEC will provide a written response which will confirm the Access Arrangements that can be made. Heads of Centres should note that no Access Arrangements may be made unless BEC has approved requests in writing.

Once completed, this form should be sent by mail or fax to:

**The Executive Secretary,  
Botswana Examinations Council,  
Private Bag 0070,  
Gaborone.  
Tel: 3650700  
Fax 3938257 / 3164203**