Educational Assessment Unit

End of Primary Benchmark 2019

Procedures
for
Access Arrangements and Exemptions
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Rationale

This procedural handbook gives an overview of the changes to the provision of Access Arrangements and Exemptions for End of Primary Benchmark assessments adopted in school year 2016/2017. These changes, meant to ensure that access arrangements and exemptions are acknowledged as an integral part of the learning process and not provided solely for summative assessments, were agree to as a collaborative effort by the Educational Assessment Unit (EAU), the State Schools’ Specific Learning Difficulties Service (SpLD) and the School Psychological Service (SPS), and the Psychological Service and the Dyslexia Specialist within the Secretariat for Catholic Education.
Map of Procedures to follow when applying for Access Arrangements and Exemptions for the End of Primary Benchmark 2019

**Section A:**
- Reader for Mathematics
- Multiplication Tables
- Electronic Reader for Maltese and/or English Reading with Understanding
- Scribe for Maltese and/or English Writing
- Enlarged Print for Visually Impaired Children
- Communicator for Hearing Impaired Children

Fill in Access Arrangements in Place e-template, only if:
- Documentation is available and valid (report conducted in July 2016 or more recently).
- School has already requested an assessment from Dyslexia or SPS Units.
- Review/update from Dyslexia or SPS Units required.
- Parents provide proof of an imminent private report to be presented to the school by end of January 2019.


Complete Application Form A (p.7) for new cases (students never assessed so report/s are not available)

**Section B:**
Exemptions: Students with Learning Difficulties

Fill in Exemptions in Place e-template, if:
- Student functions at/or below Year 3 Primary standard (Therefore, currently on Checklist 1 or 2)
- Student is following an alternative learning programme
- Student has a severe disability (Example: Autism Spectrum Disorder)


Complete Application Form B (p.13) for new cases only

**Section C:**
Exemptions: Immigrants

Section A: Requests for

- Reader for Mathematics
- Multiplication Tables
- Electronic Reader for Maltese and/or English Reading with Understanding
- Scribe for Maltese and/or English Writing
- Enlarged Print for Visually Impaired Children
- Communicator for Hearing Impaired Children

1. Completing the Access Arrangements in Place e-template.

Heads of School are to complete an Access Arrangements in Place e-Template, accessed at http://curriculum.gov.mt/en/Benchmark/General-Information/Documents/bm_2019_acc_arrang_template.xlsx for Year 6 students classified in one of the following five categories:

a) Students who have already been assessed by SpLD or SPS, or the Psychology Service or the Dyslexia Specialist within the Secretariat for Catholic Education or any other professional entity and have a relevant report/s (conducted since July 2016) identifying a learning difficulty and a recommended access arrangement/s specified above is/are regularly provided in the everyday learning process.

The Reader provision is to be given to all students who have this provision written in the recommendation section of a recognised professional report or from literacy updates from the above entities carried out in July 2016 or more recently.

b) Students who have been referred to the SpLD or SPS, or the Psychology Service or the Dyslexia Specialist within the Secretariat for Catholic Education before November 2018 for an assessment in connection with the above access arrangements even though they have not yet been assessed, or who require an update or a review.

c) Students with a hearing impairment and who already have regular assistance from a Teacher of the Hearing Impaired or a Learning Support Educator. These students will be given the services of a Communicator for all components in Maltese, English and Mathematics.

d) Students who have an ophthalmic report by a professional stating the need for enlarged print and are already given this provision in assessments and in their regular learning process.

e) Students whose parents have informed the school that they will be having the relevant documentation privately drawn and presented to the school by end of January 2019.

For students who have been assessed by SpLD and have not been given Access Arrangements, but the school was asked to refer the students to another professional entity, kindly fill in the particulars of the students in the e-template and tick the appropriate box.

Kindly scan the SpLD report, name it with the student’s name and attach it to the email when the e-template is sent.
Heads of School are asked to complete the Excel template by providing all the information being requested. Additionally, Heads of School are to inform EAU when assessments, reviews and/or updates are made for these identified students.

Once completed, the template is to be sent by email with subject title: BM 2019 – Access Arrangements e-Template to Ms Carmen Muscat at benchmark@ilearn.edu.mt and cc Ms Julie Attard at julie.attard@ilearn.edu.mt by Friday 14th December 2018.

2. Completing Application Form A for new cases only

Applications by Heads of School for the access arrangements for the End of Primary Benchmark are ONLY to be submitted for new cases who have never been assessed for learning difficulties and so have no report/s drawn up by professionals in the field.

Application Form A, together with guidelines for its completion, a consent form and the relevant declaration, are available on pages 7 to 11. All new requests, duly entered on Application Form A, are to be submitted by Friday 14th December 2018 and addressed to:

Ms Julie Attard  
Educational Assessment Unit  
32, Joseph Abela Scolaro Street  
Ħamrun HMR 1304

The new cases as per No. 2 above should not be included in the Access Arrangements in Place e-Template.

Points to be noted:
- Heads of School are to note that the Readers for Mathematics will have to be provided by the school. In the case of the Reading with Understanding (in both Maltese and English), a recorded text on a USB stick will be provided by the EAU but the school needs to provide the personnel to operate the equipment and invigilate the students.

- Heads of School are to ensure that parents are informed that students, who have the Electronic Readers for the language Reading with Understanding, will have their result endorsed as such.

In all cases the decision of the Reviewing Board for Access Arrangements is final.
EDUCATIONAL ASSESSMENT UNIT

Form A

Application Form for NEW CASES (never diagnosed) to Request:

- A READER FOR MATHEMATICS
- MULTIPLICATION TABLES
- AN ELECTRONIC READER FOR MALTESE AND/OR ENGLISH READING WITH UNDERSTANDING
- A SCRIBE FOR MALTESE AND/OR ENGLISH WRITING
- AN ENLARGED PRINT FOR VISUALLY IMPAIRED CHILDREN
- A COMMUNICATOR FOR HEARING IMPAIRED CHILDREN

Examination for which application is made: End of Primary Benchmark 2019

<table>
<thead>
<tr>
<th>Examing Authority</th>
<th>Session</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Assessment</td>
<td>June 2019</td>
<td>Year 6</td>
</tr>
</tbody>
</table>
REASON FOR REQUEST:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

DECLARATION (to be signed by the Head of School)

I confirm that the information provided on this form is accurate.

AND

I confirm that I have notified the parent/s or guardian/s that the student, having the Electronic Reader/s for the language Reading with Understanding, will have the result endorsed as such.

Name (Head of School) ………………………………………………….
(in block letters)

Signature …………………………..         Date …………………………

School Stamp

For office use only

Remarks  __________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
STATEMENT OF CONSENT

I hereby give my consent to the Department for Curriculum, Lifelong Learning and Employability (DCLE) to process and record personal and sensitive data herewith attached in order to be able to render me or any member of my family the service I am applying for.

I fully understand that:

☐ by opting out, my application cannot be processed.
☐ authorised personnel who are processing this information may have access to this data in order to supply me or any member of my family with the service being applied for.
☐ edited information that would not identify me or any member of my family may be included in statistical reports.

I know that I am entitled to see the information related to me or any member of my family, should I ask for it in writing.

I am aware that, for the purpose of the Data Protection Act, the Data Controller is:
The Director, Learning and Assessment Programmes, DCLE, Floriana.
(e-mail: dlap@gov.mt)

NAME OF STUDENT: __________________________ DATE: ___________

I have read and understood this statement of consent myself. ☐

This statement of consent was read and explained to me. ☐

(Tick ✓ as applicable)

<table>
<thead>
<tr>
<th>DATA SUBJECT</th>
<th>READER (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME of Parent/Guardian (in block letters)</td>
<td>NAME of Reader (in block letters)</td>
</tr>
<tr>
<td>PARENT ☐</td>
<td>GUARDIAN ☐</td>
</tr>
<tr>
<td>PROFESSION / GRADE</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE</td>
<td>SIGNATURE</td>
</tr>
<tr>
<td>ID CARD no.</td>
<td>ID CARD no.</td>
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</tbody>
</table>

Department for Curriculum, Lifelong Learning and Employability – Ministry for Education and Employment
**DIJKARAZZJONI TA’ KUNSENS**

Jiena naghti l-kunsens tieghi lid-Dipartiment ghall-Kurrikulu, Taghlim tul il-Ħajja u Impjegabilità, biex jipproċessa u jżomm taht il-harsien tieghu l-informazzjoni personali u sensittiva li hawn f’din l-applikazzjoni biex ikun jista’ jaghti lili jew lil xi membru tal-familja tieghi s-servizz li qed nitlob.

Jiena nifhem li:

- jekk ma naghtix din l-informazzjoni, l-applikazzjoni tieghi ma tistax tiġi pproċessata.
- sabiex jiena jew xi membru tal-familja tieghi ninghata/jinghata s-servizz mitlub, persuni awtorizzati jistgħu jkollhom aċċess għal din l-informazzjoni personali u sensittiva.
- ċerti dettalji li bl-ebda mod ma jikxfu l-identità tieghi jew ta’ xi membru tal-familja tieghi jistgħu jigu pproċessati għal skopijiet ta’ statistika.

Jiena naf li, jekk naghmel talba bil-miktub, għandi d-dritt li nkun naf x’informazzjoni qiegħed izomm id-Dipartiment ghall-Kurrikulu, Taghlim tul il-Ħajja u Impjegabilità dwari jew dwar xi membru tal-familja tieghi.

Jiena konxju/a li, ghall-fini tal-Att Dwar il-Protezzjoni u l-Privatezza tad-Data, il-kontrollur ta’ data personali huwa:

*Id-Direttorat ghall-Programmi ta’ Taghlim u Assessjar*

*Id-Dipartiment ghall-Kurrikulu, Taghlim tul il-Ħajja u Impjegabilità*

(L-Indirizz elettroniku: [dlap@gov.mt](mailto:dlap@gov.mt))

**ISEM L-ISTUDENT/A: _____________________ DATA: _____________**

Jiena nikkonferma li din id-dikjarazzjoni qrajtha jiena stess u fhimt kollox.  

<table>
<thead>
<tr>
<th>MIN QIEGHED JAGHMEL</th>
<th>IL-QARREJ/JA (jekk inhu l-każ)</th>
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<tbody>
<tr>
<td>DIN ID-DIKJARAZZJONI</td>
<td>ISEM il-Ġenitur / Kustodju (b’ittri kbar)</td>
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<tr>
<td>ĠENITUR</td>
<td>PROFESSJONI / GRAD</td>
</tr>
<tr>
<td>KUSTODJU</td>
<td>(immarka ✓ fejn suppost)</td>
</tr>
<tr>
<td>FIRMA</td>
<td>FIRMA</td>
</tr>
</tbody>
</table>

Numru tal-Karta tal-Identità  

Numru tal-Karta tal-Identità

**Id-Dipartiment ghal Kurrikulum, Taghlim Tul il-Ħajja u Impjegabilità – Ministeru ghall-Edukazzjoni u x-Xoghol**
**Guidelines on how to complete**

**Application Form A for Request**

a) All the information on this application form should be entered by the school administration ONLY.

b) When applying for a SCRIBE, schools are requested to send photocopies of the applicant’s Year 5 Annual examination writing tasks (Half Yearly in case of absenteeism) of Maltese and/or English, depending for which written component the application is being made.

c) Complete the details of the ‘DECLARATION’. In order to be accepted by the Educational Assessment Unit, the application must be endorsed by the Head of School. It is the responsibility of the Head of School to make the request and to supply the information required on the form.

d) It is important that the STATEMENT OF CONSENT is duly completed in English or in Maltese.

e) The original form together with another copy of this application should be sent to the Educational Assessment Unit.

f) Schools should keep a copy of this application for their perusal.

g) In case of difficulty, please contact the Educational Assessment Unit on 25982186/25982312
Section B: Exemptions (Students with Learning Difficulties)

1. Completing the Exemptions in Place e-template.

Whilst Heads of School are requested to keep exemptions from the End of Primary Benchmark assessments to a minimum, schools may exempt a student from these assessments or from a particular component without submitting an application if:

- The student functions at, or below, Year 3 Primary standard (on Checklist 1 or 2); *Students on Checklists are generally able to sit for the Listening and Speaking components. Therefore, exemptions from these two components should be kept to a minimum and justified in the Comments column.*
- The student is following an alternative learning programme;
- The student has a severe disability (example: Autism Spectrum disorder).

For these students, a school-based assessment is recommended.


and email it, with subject title: BM 2019 – Exemption (Learning Difficulties) e-Template, to Ms Carmen Muscat at benchmark@ilearn.edu.mt and cc Ms Julie Attard at julie.attard@ilearn.edu.mt by Friday 14th December 2018.

Heads of School are requested to identify on the template the reason for which the student is being exempted. Parents’/ Guardians’ consent for exemptions should be sought by the school. The impact of the exemption on the child’s future educational path should be clearly explained to parents or guardians.

2. Completing Application Form B for new cases only

For new cases, Heads of School may opt to apply for a Request for Exemption. The application form (Form B) with guidelines for its completion, a consent form and declaration are available on pages 13 to 18.

All new cases for exemptions, duly entered on Application Form B, should be addressed to:

Ms Julie Attard  
Educational Assessment Unit  
32, Joseph Abela Scolaro Street  
Ħamrun HMR 1304

Application forms are to reach the Educational Assessment Unit by Friday 14th December 2018.

These new cases should not be included in the e-Template mentioned in Point 1 above.

In all cases the decision of the Reviewing Board for Requests for Exemption is final.
EDUCATIONAL ASSESSMENT UNIT

Form B
Application Form for Exemption – NEW CASES
(Students with Learning Difficulties)

Examination for which application is made: End of Primary Benchmark 2019

<table>
<thead>
<tr>
<th>Examining Authority</th>
<th>Session</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Assessment Unit</td>
<td>June 2019</td>
<td>Year 6</td>
</tr>
</tbody>
</table>

Please refer to the guidelines before filling in this application form.
(Please fill this application in Blue Ink.)

Student’s Name……………………… Student’s Surname……………………… (Use block letters)
ID Card No. …………………………
Date of birth ……………………... □Male □Female [Tick ✓ as applicable]
Address ………………………………………………………………………………………………………
Date of admission into Primary Schooling in Malta/Gozo ………………………………………
Name of parent/guardian …………………………………………………………………………………
Mobile No. ………………………… Home Tel. No. ……………………………
College…………………………………………………
School………………………………………………… Tel. No. ………………………

REASON FOR EXEMPTION – Learning Difficulties

[Tick ✓ as applicable]

☐ Student functioning at Year 4 or 5 Primary standard and not following an alternative learning programme. Give details.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Other reasons. (Please specify).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
An exemption is being requested for the following component/s: [Tick ✓ as applicable]

**Maltese**
- [ ] The SPEAKING component
- [ ] The LISTENING COMPREHENSION component
- [ ] The READING COMPREHENSION component
- [ ] The WRITING component

**English**
- [ ] The SPEAKING component
- [ ] The LISTENING COMPREHENSION component
- [ ] The READING COMPREHENSION component
- [ ] The WRITING component

**Mathematics**
- [ ] MENTAL (Aural)
- [ ] WRITTEN
DECLARATION (to be signed by the Head of School)

I confirm that the information provided on this form is accurate.

Name (Head of School) ………………………………………………….
(in block letters)

Signature ……………………………..         Date …………………………

School Stamp

For office use only

Remarks

__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
STATEMENT OF CONSENT

I hereby give my consent to the Department for Curriculum, Lifelong Learning and Employability (DCLE) to process and record personal and sensitive data herewith attached in order to be able to render me or any member of my family the service I am applying for.

I fully understand that:

- by opting out, my application cannot be processed.
- authorized personnel who are processing this information may have access to this data in order to supply me or any member of my family with the service being applied for.
- edited information that would not identify me or any member of my family may be included in statistical reports.

I know that I am entitled to see the information related to me or any member of my family, should I ask for it in writing.

I am aware that, for the purpose of the Data Protection Act, the Data Controller is:
The Director, Learning and Assessment Programmes, DCLE, Floriana.
(e-mail: dlap@gov.mt)

NAME OF STUDENT: ___________________________ DATE: _____________

I have read and understood this statement of consent myself. ☐

This statement of consent was read and explained to me. ☐

(Tick ✓ as applicable)

DATA SUBJECT | READER (if applicable)
---|---
NAME of Parent /Guardian (in block letters) | NAME of Reader (in block letters)
PARENT ☐ GUARDIAN ☐ | PROFESSION / GRADE
SIGNATURE | SIGNATURE
ID CARD no. | ID CARD no.

Department for Curriculum, Lifelong Learning and Employability – Ministry for Education and Employment
DIJKARAZZJONI TA’ KUNSENS

Jiena naghti l-kunsens tieghi lid-Dipartiment ghall-Kurrikulu, Taghhlim tul il-Ħajja u Impjegabilità biex jipproċessa u jżomm taht il-harsien tieghi l-informazzjoni personali u sensittiva li hawn f’din l-aplikazzjoni biex ikun jista’ jaghtli lili jew lil xi membru tal-familja tieghi s-servizz li qed nitlob.

Jiena nifhem li:

☐ jekk ma naghtix din l-informazzjoni, l-aplikazzjoni tieghi ma tistax tiġi pproċessata.

☐ sabiex jiena jew xi membru tal-familja tieghi jinghata s-servizz mitlub, persuni awtorizzati jistgħu jkollhom aċċess għal din l-informazzjoni personali u sensittiva.

☐ ċerti dettalji li bl-ebda mod ma jikxfu l-idettitá tieghi jew ta’ xi membru tal-familja tieghi jistgħu jiġu pproċessati għal skopijiet ta’ statistika.

Jiena naf li, jekk nagħmel talba bil-miktub, għandi d-dritt li nkun naf x’informazzjoni qiegħed izomm id-Dipartiment ghall-Kurrikulu, Taghhlim tul il-Ħajja u Impjegabilità, dwari jew dwar xi membru tal-familja tieghi.

Jiena konxju/a li, għall-finij tal-Att Dwar il-Protezzjoni u l-Privatezza tad-Data, il-kontrollur ta’ data personali huwa:

Id-Direttorat għall-Programmi ta’ Taghhlim u Assessjar
Id-Dipartiment għall-Kurrikulu, Riċerka, Innovazzjoni u Taghhlim tul il-Ħajja, Floriana.
(L-Indirizz elettroniku: dlap@gov.mt)

ISEM L-ISTUDENT/A: ___________________________ DATA: ____________

Jiena nikkonferma li din id-dikjarazzjoni qrajtha jiena stess u fhimt kollox. ☐

Din id-dikjarazzjoni nqrat lili u jiena fhimt kollox. ☐

(Immarka ✓ fejn suppost)

<table>
<thead>
<tr>
<th>MIN QIEGHED JAGHMEL DIN ID-DIKJARAZZJONI</th>
<th>IL-QARREJ/JA (jekk inhu l-każ)</th>
</tr>
</thead>
<tbody>
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<td>ISEM il-Qarrej/ja (b’ittri kbar)</td>
</tr>
<tr>
<td>ĠENITUR ☐ KUSTODJU ☐</td>
<td>PROFESSJONI / GRAD</td>
</tr>
<tr>
<td>(Immarka ✓ fejn suppost)</td>
<td>FIRMA</td>
</tr>
</tbody>
</table>

Id-Dipartiment għal Kurrikulum, Taghhlim Tul il-Ħajja u Impjegabilità – Ministeru għall-Edukazzjoni u x-Xoghol
**Guidelines on how to complete**

**Application Form B for Exemption**

*(Students with Learning Difficulties)*

a) All the information on this application form should be entered by the school administration ONLY.

b) Complete the details of the ‘DECLARATION’. In order to be accepted by the Educational Assessment Unit, the application must be endorsed by the Head of School. It is the responsibility of the Head of School to request the Exemption/s and to supply the information required on the form.

c) It is important that the **STATEMENT OF CONSENT** is duly completed in English or in Maltese.

d) **The original form together with another copy** of this application should be sent to the Educational Assessment Unit.

e) Schools should keep a copy of this application for their perusal.

f) In case of difficulty, please contact the Educational Assessment Unit on 25982186/25982735.
Section C: Exemptions (Immigrants)

1. Heads of School are to complete the Exemptions (Immigrants) e-Template, accessed at 
   for Year 6 students classified in one of the following two categories:

   a) Migrant students who have not followed the subject curriculum during the last two
      scholastic years of Primary school in Malta or Gozo.

   b) Students who are following an alternative language programme at school.

2. In Column G of the e-Template kindly include the date and the Year group the student
   started his/her schooling in Malta/Gozo.

3. The completed e-Template is to be emailed, with subject title: BM 2019 – Exemption
   (Immigrants) e-Template, to Ms Carmen Muscat at benchmark@ilearn.edu.mt and
   cc Ms Julie Attard at julie.attard@ilearn.edu.mt by Friday 14th December 2018.

4. Heads of School are requested to identify on the template the reason for which the
   student is being exempted. Parents’/ Guardians’ consent for exemptions should be sought
   by the school. The impact of the exemption on the child’s future educational path should
   be clearly explained to parents or guardians.

5. In all cases the decision of the Reviewing Board for Requests for Exemption is final.