

Educational Assessment Unit

End of Primary Benchmark 2021

Procedures

for

Access Arrangements and Exemptions

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Rationale

This procedural handbook gives an overview of application to the provision of Access Arrangements and Exemptions for End of Primary Benchmark 2021 assessments. These provisions are 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 agreed 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 2021

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 2018 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 February 2021.

e-Template accessed at http://curriculum.gov.mt/en/Benchmark/General-Information/Documents/bm_2021_acc_arrang_template.xlsx or [click here](#)

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)
- e-Template accessed at http://curriculum.gov.mt/en/Benchmark/General-Information/Documents/bm_2021_exemptions_template.xlsx or [click here](#)

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

Section C:

Exemptions: Migrants

Fill in Exemption for Migrants e-template (p.19) accessed at http://curriculum.gov.mt/en/Benchmark/General-Information/Documents/bm_2021_exemp_immigrants_template.xlsx or [click here](#)

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_2021_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 2018) 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 2018 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 December 2020 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 February 2021.

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 2021 – 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 18th December 2020**.

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 18th December 2020** and addressed to:

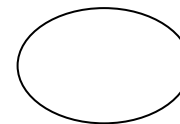
**Ms Julie Attard
Educational Assessment Unit
32, Joseph Abela Scolaro Street
Hamrun HMR 1304**

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 2021

Examining Authority	Session	Level
Educational Assessment Unit	May/June 2021	Year 6

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.

REQUEST FOR:

[Tick ✓ as applicable]

Reader for Mathematics	
Multiplication Tables	
Electronic Reader for Maltese Reading	
Electronic Reader for English Reading	
Scribe for Maltese Writing (To include samples of writing tasks)	
Scribe for English Writing (To include samples of writing tasks)	
Enlarged Print for Visually Impaired Children	
Communicator for Hearing Impaired Children	

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)

DATA SUBJECT	READER <i>(if applicable)</i>
NAME of Parent /Guardian <i>(in block letters)</i>	NAME of Reader <i>(in block letters)</i>
PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> <i>(Tick ✓ as applicable)</i>	PROFESSION / GRADE
SIGNATURE	SIGNATURE
ID CARD no.	ID CARD no.

DIKJARAZZJONI TA' KUNSENS

Jiena nagħti l-kunsens tiegħi lid-Dipartiment għall-Kurrikulu, Tagħlim tul il-Ħajja u Impjegabilità, biex jipproċessa u jzomm taħt il-harsien tiegħu l-informazzjoni personali u sensitiva li hawn f'din l-applikazzjoni biex ikun jista' jagħti lili jew lil xi membru tal-familja tiegħi s-servizz li qed nitlob.

Jiena nifhem li:

- jekk ma nagħtix din l-informazzjoni, l-applikazzjoni tiegħi ma tistax tiġi pproċessata.
- sabiex jiena jew xi membru tal-familja tiegħi ningħata/jingħata s-servizz mitlub, persuni awtorizzati jistgħu jkollhom aċċess għal din l-informazzjoni personali u sensitiva.
- ċerti dettalji li bl-ebda mod ma jikxfu l-identità tiegħi jew ta' xi membru tal-familja tiegħi jistgħu jiġu pproċessati għal skopijiet ta' statistika.

Jiena naf li, jekk nagħmel talba bil-miktub, għandi d-dritt li nkun naf x'informazzjoni qiegħed iżomm id-Dipartiment għall-Kurrikulu, Tagħlim tul il-Ħajja u Impjegabilità dwar jew dwar xi membru tal-familja tiegħi.

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

Id-Direttorat għall-Programmi ta' Tagħlim u Assessjar

Id-Dipartiment għall-Kurrikulu, Tagħlim tul il-Ħajja u Impjegabilità

(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)

MIN QIEGHED JAGHMEL DIN ID-DIKJARAZZJONI	IL-QARREJ/JA (<i>jekk inhu l-każ</i>)
ISEM il-Ġenitur / Kustodju (<i>b'ittri kbar</i>)	ISEM il-Qarrej/ja (<i>b'ittri kbar</i>)
ĠENITUR <input type="checkbox"/> KUSTODJU <input type="checkbox"/> (<i>immarka ✓ fejn suppost</i>)	PROFESSJONI / GRAD
FIRMA	FIRMA
Numru tal-Karta tal-Identità	Numru tal-Karta tal-Identità

Id-Dipartiment għal Kurrikulum, Tagħlim Tul il-Ħajja u Impjegabilità – Ministeru għall-Edukazzjoni u x-Xogħol

***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 handwritten writing tasks 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.

Heads of School are requested to notify the Educational Assessment Unit about students who will be exempted by completing the **Exemptions in Place e-Template**, accessed at:

http://curriculum.gov.mt/en/Benchmark/General-Information/Documents/bm_2021_exemptions_template.xlsx

and email it, with subject title: **BM 2021 – 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 18th December 2020**.

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.

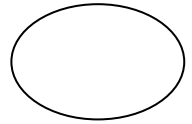
All new cases for exemptions, duly entered on Application Form B, should be addressed to:

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

Application forms are to reach the Educational Assessment Unit by **Friday 18th December 2020**.

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.



For office use

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 2021

Examining Authority	Session	Level
Educational Assessment Unit	May/June 2021	Year 6

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 <i>(if applicable)</i>
NAME of Parent /Guardian <i>(in block letters)</i>	NAME of Reader <i>(in block letters)</i>
PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> <i>(Tick ✓ as applicable)</i>	PROFESSION / GRADE
SIGNATURE	SIGNATURE
ID CARD no.	ID CARD no.

Department for Curriculum, Lifelong Learning and Employability – Ministry for Education and Employment

DIKJARAZZJONI TA' KUNSENS

Jiena nagħti l-kunsens tiegħi lid-Dipartiment għall-Kurrikulu, Tagħlim tul il-Ħajja u Impjegabilità biex jipproċessa u jzomm taħt il-ħarsien tiegħu l-informazzjoni personali u sensitiva li hawn f'din l-applikazzjoni biex ikun jista' jagħti lili jew lil xi membru tal-familja tiegħi s-servizz li qed nitlob.

Jiena nifhem li:

- jekk ma nagħtix din l-informazzjoni, l-applikazzjoni tiegħi ma tistax tiġi pproċessata.
- sabiex jiena jew xi membru tal-familja tiegħi jingħata s-servizz mitlub, persuni awtorizzati jistgħu jkollhom aċċess għal din l-informazzjoni personali u sensitiva.
- ċerti dettalji li bl-ebda mod ma jikxfu l-identità tiegħi jew ta' xi membru tal-familja tiegħi jistgħu jiġu pproċessati għal skopijiet ta' statistika.

Jiena naf li, jekk nagħmel talba bil-miktub, għandi d-dritt li nkun naf x'informazzjoni qiegħed iżomm id-Dipartiment għall-Kurrikulu, Tagħlim tul il-Ħajja u Impjegabilità, dwar i jew dwar xi membru tal-familja tiegħi.

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

Id-Direttorat għall-Programmi ta' Tagħlim u Assessjar

Id-Dipartiment għall-Kurrikulu, Riċerka, Innovazzjoni u Tagħlim 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)

MIN QIEGHED JAGHMEL DIN ID-DIKJARAZZJONI	IL-QARREJ/JA (<i>jekk inhu l-każ</i>)
ISEM il-Ġenitur / Kustodju (<i>b'ittri kbar</i>)	ISEM il-Qarrej/ja (<i>b'ittri kbar</i>)
ĠENITUR <input type="checkbox"/> KUSTODJU <input type="checkbox"/> (<i>Immarka ✓ fejn suppost</i>)	PROFESSJONI / GRAD
FIRMA	FIRMA
Numru tal-Karta tal-Identità	Numru tal-Karta tal-Identità

Id-Dipartiment għal Kurrikulum, Tagħlim Tul il-Ħajja u Impjegabilità – Ministeru għall-Edukazzjoni u x-Xogħol

***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 (Migrants)

1. Heads of School are to complete the Exemptions (Migrants) e-Template, accessed at https://curriculum.gov.mt/en/Benchmark/General-Information/Documents/bm_2021_exemp_immigrants_template.xlsx 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/Goza.
3. The completed e-Template is to be emailed, with subject title: **BM 2021 – Exemption (Migrants) e-Template**, to Ms Carmen Muscat at benchmark@ilearn.edu.mt and cc Ms Julie Attard at julie.attard@ilearn.edu.mt by **Friday 18th December 2020**.
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.