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International Education

Administrative guide
Using Apply for Access Arrangements

Guidance on using Apply for Access Arrangements and:

- creating and submitting a new application
- adding evidence to your application
- viewing the outcome of your application.

Using Apply for Access Arrangements

This guide is for exams officers and centre staff who use Apply for Access Arrangements and/or need to understand how to request access arrangements on behalf of candidates. It contains information about how to log in and submit your request, and highlights regulations you must follow.

What is Apply for Access Arrangements?

Apply for Access Arrangements is our service for you to request access arrangements for your candidates. You can submit requests for all syllabuses and components.

If you need to request modified papers, you still request these using Preparation – Form 3.

Accessing Apply for Access Arrangements

Apply for Access Arrangements is hosted on My Cambridge. If you have used one of our other services available via My Cambridge in a previous series, such as Submit for Assessment, then you may already have access – we will email you directly to confirm if you have access on behalf of your centre to Apply for Access Arrangements. You can log in using the same email address and password.

New users are sent a link to log in to the system with a temporary password to set up their My Cambridge account and access to Apply for Access Arrangements.

You must make sure that you limit access to My Cambridge to appropriate members of staff in your centre. You must also make sure that all staff accessing My Cambridge have read and comply with any relevant guidance produced for the action they wish to perform (for example, a relevant administrative guide or supplementary regulations).

(A) This administrative guide is for use by exams officers in Cambridge International Centres and Cambridge Associates. It can also be used by Associate Centres (where their Cambridge Associate has given them access to Apply for Access Arrangements so that they can submit applications for approval by their Cambridge Associate).

What is My Cambridge?

My Cambridge is a 'single sign-on' service, which allows you to access a number of services provided by Cambridge University Press & Assessment using one set of login details. You log in to Apply for Access Arrangements via My Cambridge.

Accessing Apply for Access Arrangements

Apply for Access Arrangements is hosted on the My Cambridge website and is compatible with Windows and macOS operating systems, and the browsers shown in the table below. You can use laptops and desktops.

Browser				
Chrome	Safari	Microsoft Edge (Windows 10)	Firefox	Internet Explorer 11 or later
Yes	Yes	Yes	Yes	Yes

Step 1

Check that My Cambridge is listed as a trusted site in your browser's security settings.

If **https://mycambridge.sso.cambridge.org** is not listed, type in the URL and click 'Add'.

Step 2

If you are using Apply for Access Arrangements for the first time, you will receive an email with instructions on how to create an account.

If you used Apply for Access Arrangements in a previous series, use the same login details.
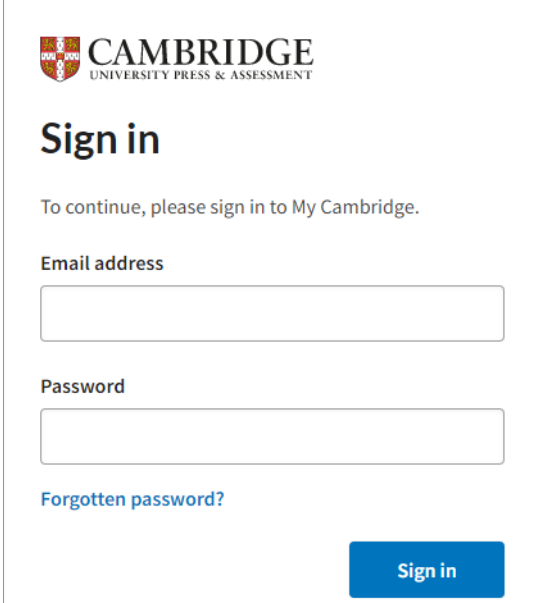
Important information Ⓐ

If you are a Cambridge Associate and you have more than 20 Associate Centres that need to use Apply for Access Arrangements we can set up My Cambridge accounts for them. Send us a list of your Associate Centre numbers and email addresses - we must receive this at least two weeks before your Associate Centre wants to submit access arrangements: info@cambridgeinternational.org

Step 3

Sign in to your account which is accessed through the My Cambridge website.

Step 4

Select Cambridge International Education as your awarding body and click 'Continue'.

Important information !

If you are an exams officer at multiple centres, when you log in you must select the centre you wish to request access arrangements for.

Requesting access arrangements and supplying evidence

Creating a new application

Step 1

On the home page, click 'Start a new access arrangement application'.

Step 2

Select the exam series from the drop-down menu and click 'Continue'.

Adding individual candidates

Follow the instructions below to add individual or multiple candidates to your application.

Step 1

Enter a candidate number and name and click 'Next'.

Step 2

Click 'Add candidate' to add additional candidates to the same application.
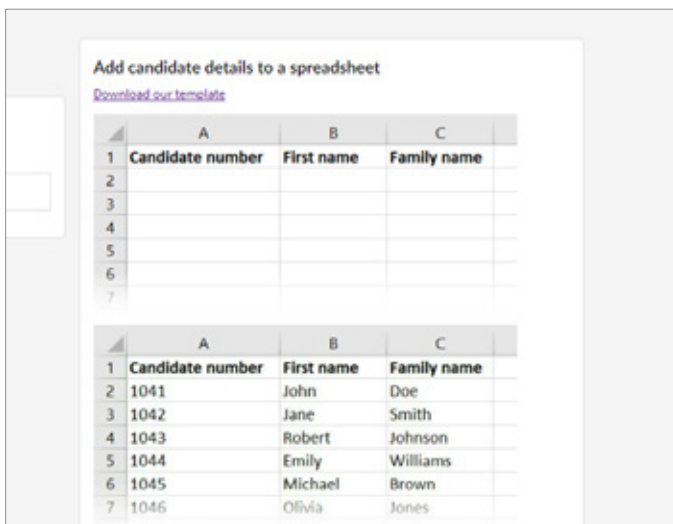
Adding multiple candidates (recommended for ten or more candidates)

Step 1

Select 'Add multiple candidates'.

Step 2

Click 'Download our template'.

Step 3

Complete the Excel spreadsheet template by adding candidate numbers, first names, and family names. Save this file locally e.g. on your computer or laptop. Do not change the format of the template.

Step 4

Click 'Select file'. Find and select your completed spreadsheet on your device.

Step 5

Click 'Update and continue'. You will see your list of candidates listed on the next screen

Step 6

If the list is correct select 'This looks correct'.

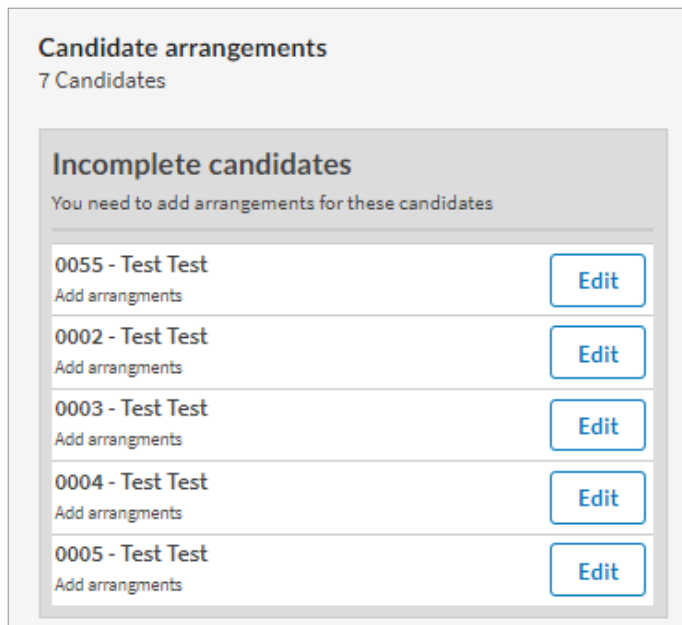If the list is not correct, click 'This looks wrong' and repeat steps 2 to 5

Requesting access arrangements and supplying evidence
continued

Adding access arrangements and supplying evidence of need

Step 1

Next to each candidate's name, click 'Edit'.

Step 2

You will see the 'Candidate arrangements' screen:

- Choose the qualification level (e.g. Cambridge IGCSE).
- Select the access arrangement(s) (e.g. computer reader).
- Add the syllabus and component number (if required).

You can also add additional syllabuses and components at this stage.

Step 3

The individual 'Candidate arrangements' page will show whether you need to submit evidence with your application. You must upload evidence if requested by clicking 'upload evidence' and selecting the relevant files that you have saved locally e.g. on your computer or laptop. You can select multiple files to upload at the same time. You will see a message confirming that your file is being uploaded and checked for viruses. To upload additional evidence for a candidate, click 'Upload additional evidence'.

Important information

If you are a centre in the US, when you upload your evidence (IEP or 504) you will need to provide additional information. Provide this information and continue with step 3.

Step 4

Click 'Save candidate details'.

Important information

You cannot submit your application until you have uploaded at least one piece of evidence for each candidate (where evidence is needed).

Submitting your application and viewing the outcome

If you would like to save (but not submit) your application and return to it later, click 'Save application'.

Step 1

To submit your application, click 'Submit'.

Ⓐ If you are an Associate Centre, your application will be shared with your Cambridge Associate so they can review and approve it.

Step 2

Read the declaration and tick the box to confirm your agreement. Click 'Submit application' to send us your request, or 'Cancel' to return to the previous page.

Step 3

Once you submit your application, you will see your application reference number. To return to the home page, click 'Return to home page'. You will also receive an automatic email confirmation.

Viewing the outcome of access arrangement applications

You can view the outcome of your access arrangement application(s) on the home page. Click 'View outcome' under the relevant application. When we add the outcome of your application to Apply for Access Arrangements, we will email you to let you know it is available.

You can also download your outcomes to share with your school colleagues. Click 'Download Full Outcome as CSV'.

Making changes to a submitted application

Once you submit an application we will review it. You cannot change the application, or add additional candidates, until we have reviewed it and provided an outcome.

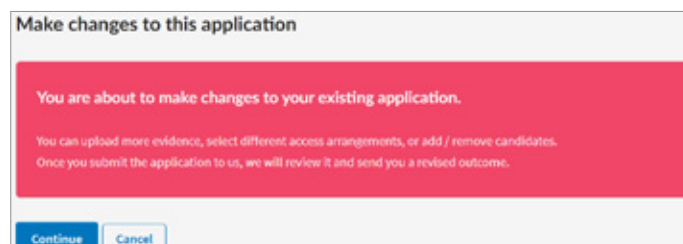After we have provided an outcome, you can make changes to the application.

Step 1

On the home page under 'Access arrangement applications', select which application you would like to edit. Click 'Make changes to the application'.

Step 2

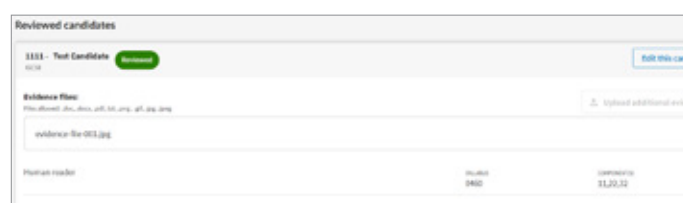Confirm you want to make changes by selecting 'Continue' or 'Cancel'.

Step 3

To edit an existing candidate, click 'edit' next to the candidate's name.

To add new candidates follow the instructions on page 3 of this guide.

Step 4

Make changes to the application, e.g. add or remove candidates or add an extra access arrangement and evidence (if needed).

Step 5

Once you have finished making changes to the application, click 'Save candidate details'.

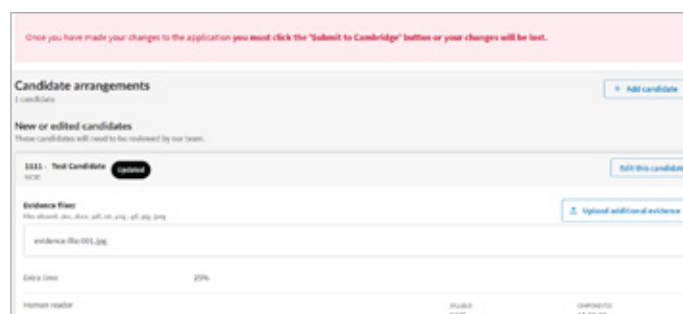Your candidate will appear in the 'ready to submit' column of the candidate arrangements page.

Step 6
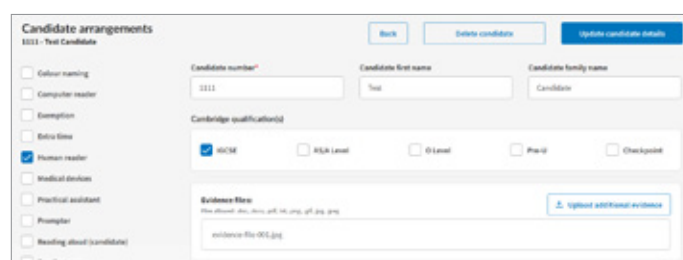
If you would like to save (but not submit) your application and return to it later, click 'Save application'.

To submit your application, click 'Submit'.

Step 7

Read the declaration and tick the box to confirm your agreement. Click 'Submit application' to send us your request, or 'Cancel' to return to the previous page.

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Approving and amending Associate Centre applications

A Cambridge Associates are responsible for reviewing the application(s) submitted by their Associate Centre(s), and the supporting evidence. If you are a Cambridge Associate, you must make sure the evidence is appropriate for the application. If the application and / or evidence does not meet our requirements, you must return it to your Associate Centre so that they can make changes. You should share feedback about the application with your Associate Centre, so that they:

- understand why you have rejected and returned it to them.
- can make changes to their application and resubmit it to you.

Reviewing and approving or rejecting applications made by your Associate Centres

If you are a Cambridge Associate, we will email you if you need to review an application from your Associate Centre. You can see all applications you need to review on the 'Associate centre requests' tab, on your home screen:
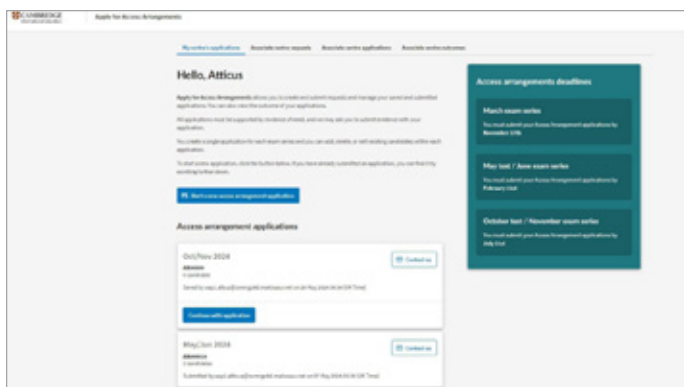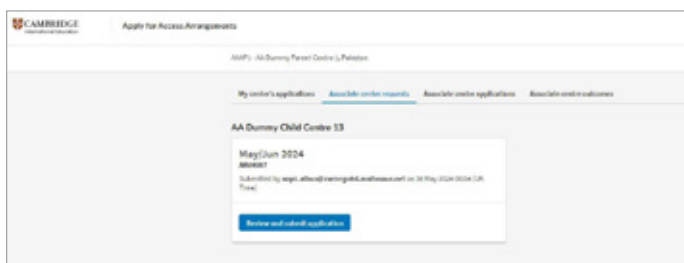

Step 1:

Select the 'Associate centre requests' tab.

Step 2:

Select 'review and submit application'.

Step 3:

Review the application. Check that the evidence your Associate Centre has provided is correct and is suitable for their access arrangement request. To download and review the evidence, click on the file(s) submitted by your Associate Centre.

Step 4:

To approve the application, select 'submit application to Cambridge'.

Alternatively, if you are not satisfied with the application, select 'return for revision'.

Step 5:

Click 'Confirm'. This will return the application to your Associate Centre.

On the home screen of Apply for Access Arrangements, your Associate Centre will see the status of their application as 'Revision required'
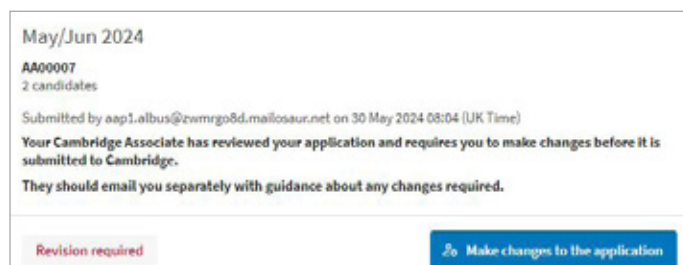
Step 6:

If you return the application to your Associate Centre for further revision, you will also need to share your feedback with them. Your feedback will help your Associate Centre understand why you have returned the application and what changes they need to make so that you can approve it. You cannot send your feedback using Apply for Access Arrangements, you must share it with your Associate Centre via email.

Viewing the outcome of an application
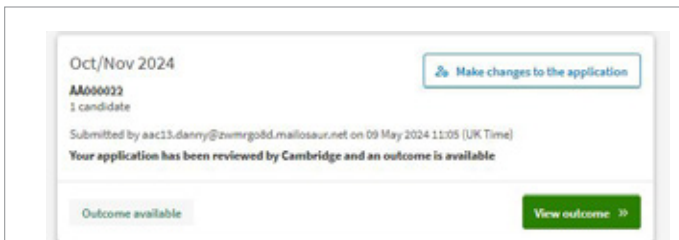
If you are a Cambridge Associate:

We will tell you the outcome of your Associate Centre's application on the home page of Apply for Access Arrangements under the 'Associate Centre outcomes' tab. We will also email you to share the outcome.
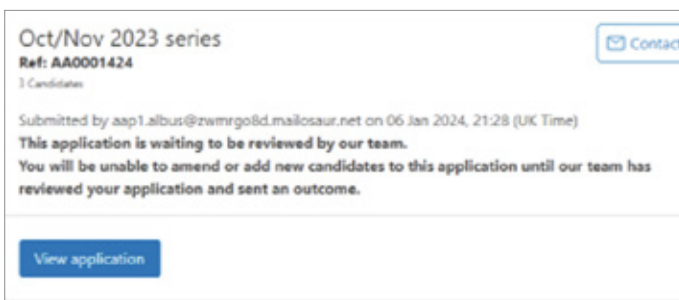

If you are an Associate Centre:

We will tell you the outcome of your application on the home page of Apply for Access Arrangements. We will also email you to share the outcome.


Associate Centres

If your Cambridge Associate approves your application, you will see the following notification on the home page of Apply for Access Arrangements:

If your Cambridge Associate has returned your application to you for revision, they should also email their feedback to you. Use this feedback to update and make changes to your application. Once complete, resubmit it to your Cambridge Associate so they can review it.

Step 1:

Select 'make changes to this application'.
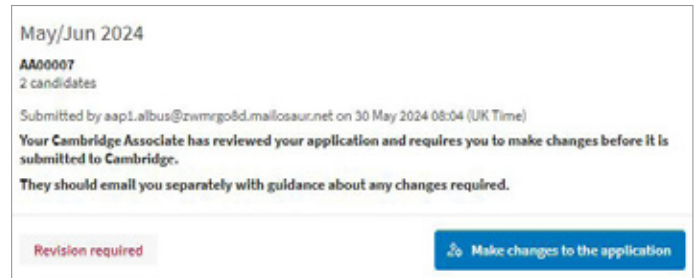
Step 2:

Follow the instructions on page 4 of this guide 'Making changes to a submitted application' to edit and re-submit your application to your Cambridge Associate for approval.

Learn more! For more information please visit **www.cambridgeinternational.org/examsofficers** or contact Customer Services on +44 (0)1223 553554 or email **info@cambridgeinternational.org**