

---

# Cambridge Assessment International Education

## May/June 2025

**Access Arrangement Submission Deadline – 14<sup>th</sup> February 2025**

**Modified paper Deadline – 10<sup>th</sup> January 2025**

**School Registration Process - Easy Step Guide for candidates who are applying for Cambridge Access Arrangement and for requesting Modified paper.**

---

### **Step-by-Step Guide to Submitting an Access Arrangement Application**

#### **Understand the Purpose**

Make sure you understand what an Access Arrangement is and why you need it. Access Arrangements are usually requested by individuals who require special arrangements or adjustments due to disabilities or other specific needs.

#### **Step 01 → Obtain Application Form 01**

Find the Access Arrangement application form via [Access Arrangement Preparation Form 01](#). This form will outline the information you need to provide, and the documentation required to support your request.

#### **Step 02 → Gather Documentation**

Gather any necessary documentation to support your request. This may include medical reports, assessments, letters from healthcare professionals, or any other relevant evidence that substantiates your needs for the Examination.

### **Step 03 → Complete the Application Form 01**

Fill out the application form thoroughly and accurately. Provide all required information, including personal details, specific arrangements requested, and details about your disability or condition (if applicable).

### **Step 04 → Attach Supporting Documents**

Make sure to attach all required supporting documents to your application. Double-check that you have included everything requested to avoid delays in processing.

### **Step 05 → Submit Application**

Send your completed application form and the supporting documents (Medical report) to [info.lk@britishcouncil.org](mailto:info.lk@britishcouncil.org).

### **Step 06 → Filling the online form**

Once the required documents are submitted to the above mentioned email address on return an acknowledged email will be sent along with a reference number (Eg - CS-22366394).

The online form must be filled via [Submission Link](#) and fill with the CS number.

### **What are the Supporting Documents:**

Access Arrangement Form and the medical report.

### **Please note the below Important points,**

- The medical evidence must be dated within four years of the exam series applied for. Although this date does not need to be exactly within a 48-month period. For example, if the exam is in June 2024, we will accept evidence dated from March 2020.

- There is an exception to this four-year rule for long term conditions such as physical or visual difficulties, where the candidates' condition will not, or is unlikely, to change. For students with learning difficulties and/or candidates developing coping strategies, evidence must be dated within four years. This is because their symptoms may change.
- The evidence must be signed by an authorised, qualified person such as a doctor, medical professional, or educational psychologist. The person who signs the evidence must also include the details of their relevant qualifications.

Note – The link will only accept application once the registration is opened for each session.

## **Guide to Submitting a Modified Paper Request**

### **Understand the Purpose**

A modified paper refers to a document that has been altered from its original form, typically involving changes to content, format, visuals. These modifications aim to enhance clarity, adapt the paper for specific requirements or audiences, or improve its overall presentation without compromising its integrity.

### **Fill the online form**

Complete via [Online Form](#) by completing with the relevant fields.

Please do adhere to the deadline mentioned in the Online form.

Note – The link will only accept application once the registration is opened for each session.