



Standards
& Testing
Agency

Guidance

Modified large print adaptation guidance

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Modified large print (MLP) papers are available electronically, as editable Word versions, in the following formats to help people making the adaptations:

1. A4 portrait, 18 point
2. A4 portrait, 24 point
3. A3 portrait, 36 point
4. A3 landscape, 48 point

This guidance is to support schools and centres that need to carry out further adaptations of these modified large print papers for their pupils. Please note that, apart from the A4 portrait 24 point version, these have not been through the full checking and proofing process. They must therefore be checked carefully before use with pupils, even if no further adaptations are made.

If you believe you will require more than one hour to carry out checks and/or further adaptations, you must apply for early opening.

If carrying out further adaptations, please check those carefully to ensure no changes have been made that could invalidate the concept being assessed in the question. The Standards and Testing Agency (STA) cannot compensate, or give special consideration, where test papers have been incorrectly adapted.

You are allowed to:

- change the page orientation
- change emphasis – for example, underline can change to bold
- break booklets into sections to help with administration
- make the quotation marks non-directional
- add the number of marks a question is worth (this should usually be placed immediately after the text of the question for modified tests)
- repeat equations or phrases to avoid the need to turn the page
- print the materials on different coloured paper
- change the font used to one used in everyday classroom practice
- create a screen ready version for use with assisted reading devices where these are allowed – please note that screen readers are not permitted in the English reading test
- adjust line spacing

- make booklets one question per page
- adjust the area for answer or answer lines, such as increasing line weight, or replacing with a suitably sized box

You are not allowed to:

- increase the size of diagrams in mathematics questions relating to measurement – these are aligned to the mark schemes at the length they are presented in the MLP papers
- change the order or the wording of the questions

Important points to note:

- Ensure that you have all the questions, that they are in the correct order and that the page numbers are correct.
- Ensure that all words that should be enlarged/bold for emphasis have been modified to at least 6 point sizes larger than child's modified font size.
- Ensure that all tables, grids, boxes etc have been modified with thicker borders and enlarged, if necessary, due to increase in modified text size.
- Ensure that all answer lines/boxes have been modified to make bolder and increased in size to accommodate child's writing.
- Check words in textboxes and shapes are in the correct font size and line spacing.
- Where possible, avoid splitting questions across pages. If this is unavoidable please add instructions for pupils to look at the next page as appropriate. Where this is the case for some questions in the 48 point version, we have not added this guidance but advise that you add if you think appropriate.
- If questions do go onto a second page after enlargement, ensure that these are facing pages, even if that means leaving an 'intentionally blank' page before the question.
- If material such as a graph, table, or figure is moved – either on to the opposite page, the next page, or a figure booklet – include a written direction, such as "the graph opposite" or "see figure 1, in the separate figure booklet, which shows a graph".

- Page numbers need to be modified to the child's requirements in the footer of the pages.
- Any images need to be modified in accordance with the child's requirements.

Additional points for the mathematics test:

- Labelling lines on graphs and grids need to be distinguishable.
- If there are questions such as for symmetry, where a supplementary shape will have been supplied with the test paper, if you have increased the scale of the image in the question, you must recreate the supplementary symmetry shape to correspond with it for the child to use.
- Ensure that the correct decimal place is used for numbers.

Additional points for the reading test:

- Ensure that the page references in the reading answer booklet have been modified in line with the newly modified reading prompt booklet. Direct pupils to the appropriate section of the adapted reading booklet for each question.
- When adapting page references, do not reduce the amount of text in the page referencing that pupils need to refer to, to find the answer. If the reference covers more than one page, the full range of pages must be given.
- Ensure that you update the page numbers in the contents section of the reading prompt booklet, in line with the modifications.

Final steps

It is advised that after the adaptations have been made, you step away and revisit the paper after a period of time.

If possible, it would be helpful to get another authorised member of staff to check the papers in advance of the pupil taking the test. This 'fresh pair of eyes' check will allow for any errors to be addressed/papers reprinted.

Security

Electronic MLP papers will be made available via the Galaxkey portal to specified email addresses only. These will only be the email addresses of teachers/test administrators within schools who have ordered the papers.

If the electronic papers need to be shared outside of that school to allow for further modifications, it is the responsibility of the person whose email is linked to the order to ensure the papers are kept secure until after the timetable variation window has closed.

Once printed, hard copy modified papers must be kept securely in accordance with the test administration guidance.

Please delete any test content from devices after the test administration.



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