



Government of the Republic of Trinidad and Tobago
Ministry of Education

APPLICATION GUIDELINES FOR SPECIAL ASSESSMENT ARRANGEMENTS (SPECIAL CONCESSIONS) FOR STUDENTS WRITING LOCAL EXAMINATIONS IN 2025

- ◆ **Secondary Entrance Assessment (SEA)**
 - ◆ **Lower Secondary Proficiency Examination (LSPE)**
 - ◆ **Trinidad & Tobago National Learning Assessment (TTNLA) Primary (Standards 1 & 3)**
 - ◆ **Trinidad & Tobago National Learning Assessment (TTNLA) Secondary (Form 3)**
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IMPORTANT: IF YOU HAVE SUBMITTED AN APPLICATION FOR SPECIAL CONCESSIONS IN ANY FORMAT FOR A STUDENT SITTING ANY LOCAL EXAMINATION IN THE YEAR 2024/2025, YOU ARE REQUIRED TO RESUBMIT YOUR APPLICATION VIA THIS ONLINE PLATFORM.

Q: What are Special Concessions or Special Assessment Arrangements for examinations?

A. Special Concessions are the unique arrangements made to:

1. the standard format of an examination paper; or
2. the conditions under which an examination / assessment is done to accommodate the special need(s) of students.

Q: Why are Special Concessions granted?

A. Special Concessions are designed to provide equity not an advantage for students with physical, learning, special challenges and other disabilities. Special Assessment Arrangements increase the student's ability to effectively complete the examinations. Special Concessions do **not** reduce the learning expectations for students.

Q: What categories of special concessions are available?

- A. Concessions offered can be categorized in five (5) ways:
1. **Presentation Accommodations** adjust the presentation of test materials and/or test directions (e.g. Instructions in Sign Language, Braille, Large Print). These may also include the use of specific personnel (e.g. Sign Language Interpreter, Reader).
 2. **Response Accommodations** adjust the manner in which students respond to or answer test questions (e.g., Oral responses dictated to a Scribe; Braille).
 3. **Setting Accommodations** adjust the environment in which testing normally occurs (e.g. Separate Room, Preferential Seating etc.)
 4. **Scheduling Accommodations** adjust the time allowance or regular scheduling of tests (e.g. Extended and/or Compensatory Time, Scheduled Breaks etc.).
 5. **Assistive Technology - (Supported Accommodations** e.g. braille, magnifying glass, cube, cube board). Special concessions also address the needs of students who may require adaptive tools or specialized methods. For the assessment of subjects requiring practical or performance activities, for example, specific components of the examination may need to be adapted to meet the specific needs of a student. This may involve adjustments to the process, the environment and / or presentation of the assessment.

Q: The following students may be eligible and qualify for Special Concessions:

A. 1. Students with Medical, Physical and Sensory Impairments:

Applications for students with medical, physical, and sensory impairments must be accompanied by a formal medical letter or report (**valid for a maximum of one year from the date of medical examination**) from a recognized medical institution or qualified professional or specialist.

2. Students with Neurodevelopmental Disorders and Other

Psychological/Psychiatric Conditions:

Applications for students with neurodevelopmental disorders and other psychological/psychiatric conditions must be accompanied by a comprehensive formal psychoeducational / psychiatric evaluation report (**valid for a maximum of three years from the date of the report**) from a professional/organization qualified to do psychoeducational / psychological evaluations and must include the key elements.

*Students without documented and diagnosed disabilities who receive classroom support or use instructional tools or accommodations in the classroom **are not automatically eligible** for equivalent special assessment arrangements.*

3. Deadlines:

The concession deadline for submission of online applications **must** be strictly adhered to. The deadline dates are determined and communicated via a memorandum each year. Failure to submit prior to the deadline will result in applications not being received and processed for the upcoming local examination.

Please note, applications without the appropriate supporting documentation will not be considered.

4. Emergencies:

Applications for concessions as a result of an emergency situation or condition which may adversely affect a student's performance *may be submitted for consideration after the given deadline date, not more than six weeks, but not less than two weeks prior to the examination date.* The following situations and /or conditions may constitute an emergency: -

- Onset of sudden illness
- Recent injury
- Bereavement
- Trauma/extreme emotional/ behavioural distress not related to any of the aforementioned items (such as abuse, fire, etc.).

Q: Will every student with a confirmed or diagnosed disability, or suspected special need automatically be granted a concession?

A. Special Assessment Arrangements for Examinations, as with prescribed classroom accommodations, are determined individually as evidenced by the valid supporting documents submitted within the application which meets the criteria for the provision of accommodations. While a general standard is set for the provision of special concessions, *it should be underscored that accommodations granted are based on the identified needs of each applicant, and not automatically what was requested.*

All required documentation must be attached to the applications for Special Assessment Arrangements, in accordance with the guidelines outlined in this document. *An application does not guarantee that the accommodation(s) requested will be approved.*

Q: How do I apply for Special Assessment Arrangements (Special Concessions)?

A. All persons wishing to apply for special concessions for all local examinations to be undertaken from the year 2024 and beyond, are required to complete the online digital form, available at <https://www.moe.gov.tt/special-concessions-2025>

IMPORTANT: If you have submitted a physical application for Special Assessment Arrangements (Special Concessions), for a student sitting any local examination, you are required to resubmit your application via the online platform.

Documents required for the online submission include:

For Parent:

- Online Parent Form
- Student's Birth Certificate
- Parent/Guardian National Identification (1 form- National ID Card, Drivers Permit, Passport)
- Proof of Address (Recent Utility Bill)
- Legal Proof of Guardianship
- Assessment Reports from qualified professionals (e.g. Recent Medical Reports or Psychoeducational Assessments)
- Any other document that may support the request/application.

For School:

- Online School Form
- Copy of Student's Cumulative Record
- Evidence of current Student Performance
- Sample of Student's Work (Language Arts, Mathematics, Creative Writing)

- Any other document that may support the request /application.

Documentation must:

- be submitted on a letterhead, signed and dated;
- state the name and professional credentials of the person(s) who evaluated the candidate;
- state specifically the nature of the disability, and the tests/techniques and resulting scores used in the diagnosis;
- describe the functional limitations arising from the disability;
- include recommendations for specific Special Assessment Arrangements.

Q: How can a student be prepared to benefit from the granted concession prior to the examination?

A. The student should be:

- familiar with and understand the nature of the concession applied for;
and
- allowed to make regular use of the approved special arrangement(s) to ensure that they achieve optimal benefit.

It is the responsibility of teachers and caregivers to ensure that the concessions granted meet the student's identified needs.
