**Assessment Arrangements: English as an Additional Language**

If English is not your first language, you are allowed the use of a bilingual dictionary in both internal assessments and external examinations, with the exception of assessments in English, ESOL and those that are in your first language.

**If you have requested the use of a bilingual dictionary you will be allowed extra time of 10 minutes per hour to use the dictionary**. Y**ou will not be allocated extra time if you do not use the bilingual dictionary.**

**You must provide your own dictionary and it must be a translation (English/first language) dictionary only** (word for word) and it must not contain explanations of words. You can also use an **electronic dictionary** as long as again it is a translation dictionary (word for word) and any personal user word lists etc. must be disabled.

You do not need to access Learning Support to use the above arrangements. If you think that the arrangements would benefit you, please discuss directly with your lecturers before any planned assessments/exams.

**Please note** – if English is not your first language you should have declared this on your application and enrolment form. If you have not done this, please e-mail [student.records@forthvalley.ac.uk](mailto:student.records@forthvalley.ac.uk) to update your records.

**Additional Support**

Learning Support: Can provide help with your written work (proofreading and structure). Contact the Learning Support team 01324 403330 for more information.

ESOL Specific Support: The College runs a selection of classes at different levels. Contact Anne-Marie Harley on 01324 403075 for more information.