

## **Examinations Disability Policy**

### **Introduction:**

This policy aims to ensure that every student who has additional needs will be supported through every examination series, this ensures that there is equality of opportunities.

### **Overview:**

The Equality Act 2010 extends the application of the Equality Act to general qualifications. All examination center staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **Procedures:**

- All exam rooms are on the ground floor (Hall, Gymnasiums and the Resource Centre) with the exception of some special arrangement rooming.
- There is an appropriate toilet near all examination rooms.
- Emergency evacuation procedures are appropriate for all candidates.
- All areas have had internal risk assessments carried out.
- If any candidate needs to take regular medication, invigilators will make this possible. The Exams Officer will be notified if there are any exceptional health issues.
- Any specialized equipment will be provided.
- Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate.
- Recruitment of invigilators will follow normal school policy with regards to disabled applicants.
- All invigilators will either receive group training including disability issues or will work alongside an experienced invigilator.
- The SENCO will make the Exams Officer aware of any issues concerning individuals in the main exam rooms.

- The SENCO/Exams Officer will take the lead in making access applications based on their close knowledge of the needs of students under their care ensuring any special requirement such as extra time/rest breaks or a reader are provided.
  
  - Examination Officer, SENCO and Heads of Faculty - department will provide evidence to support an application for access arrangements and ensure that appropriate arrangements and facilities are made available which meet the requirements of any candidate with a disability. They include;
    - Modified papers
    - Up to 25% extra time
    - A reader or scribe
    - Supervised toilet breaks
    - Different colored scripts
    - Use of a bilingual dictionary
    - A prompter
    - Use of a word processor or other technology
    - Use of an individual room
  
  - Any invigilator who would have to supervise a disabled candidate would be made aware of sensitive issues of learning support needs of the candidate, issues of language and communication.
  
  - Any complaints made by candidates with disabilities should be directed in the first instance to the Examinations Officer who will initiate an enquiry.
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