



THE  
**ADEYFIELD ACADEMY**

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# **Disability Policy (Examinations)**

**Date:** September 2024  
**Review Date:** September 2025  
**Co-ordinator:** Mr A Hoque

Signed by..... Dawn Mason (Principal)

Signed by..... Kim Bristow (Chair of Governors)

## 1. Rationale

This document is provided as an exams-specific supplement to the policies - SEND and Equality of Opportunity and details how the centre will

- “recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010†. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect” Section 5.4 of the General Regulations for Centres 2021/22 (now referred to as GR).

## 2. The Equality Act 2010 definition of disability

A definition is provided on page 4 of the JCQ publication *Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments 2018/19*. This publication is further referred to in this policy as AA.

All exam centre staff must ensure that access arrangement and special consideration regulations and guidance are consistent with the law.

## 3. Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the Head of Centre.

## 4. How the centre supports candidates with a disability

A candidate’s special needs requirements are determined by the SENCo.

Access Arrangements – identifying the candidates eligible for access arrangements is the responsibility of the SENCo. The SENCo works with the designated assessor to paint a picture of need and carry out the necessary assessments for the identified candidates.

The designated assessor or the SENCo are responsible for submitting completed access arrangement applications to the awarding bodies. The SENCo is responsible for informing the Exams Officer once an application has been approved.

Rooming for access arrangement candidates will be arranged by the Exams Officer.

The Exams Officer, who is also responsible for ensuring that invigilator/support staff have had the necessary training for the role, will arrange invigilation and support for access arrangement candidates. The Exams Officer will keep the training records and make these available for inspection should they be requested.

The Centre will take every available step to ensure that candidates with a disability are afforded the best possible opportunity for the completion of their exams. This will include the following:

- Candidates who suffer injury just before, or during, the exam period will be offered alternative venues should they be unable to access the main exam hall. Rooms will be set out to comply with exam regulations.
- The Exams Officer should be notified if there are any exceptional health issues.
- Any specialised equipment will be provided, for example computer access or use of a laptop.
- Invigilators will be briefed of any exceptional circumstances that may affect any of the candidates.
- Recruitment of invigilators will follow normal school policy with regards to disabled applicants.
- All invigilators will either receive training covering disability issues or work alongside an experienced and trained invigilator.
- Should the candidate require use of a scribe, reader, prompter or practical assistant, this will be provided by the centre.

Type of disability	Centre solution
Wheelchair use	The main exam hall is on the ground floor. Wheelchair users can access the hall using the lift should this be necessary. Access to the 6 <sup>th</sup> form block is possible for wheelchair users and there is a disabled toilet available in this building.
Use of crutches for broken leg or lower limb complaint	The main exam hall is on the ground floor and accessible to candidates using crutches. Alternatively, the side doors can be used. Seating would be arranged to give the candidate the most comfortable position possible and allowing them access to the toilet if needed.
Broken arm, collar bone, finger or other such complaint	The centre will arrange for the candidate to have a scribe or laptop and/or extra time for the exam.
Feeling unwell	The centre may be able to arrange for the candidate to sit the examination in a room on their own/alternative exam room. The candidate may be allowed rest breaks depending on the nature and severity of their illness.
Visual disability	All exam rooms are well lit. Candidate will be allowed the use of coloured overlays or the exam script copied onto coloured paper if required (and this is their normal way of working). Candidates with a visual impairment may have modified papers (large/bold font) depending on the nature and severity of the disability.
Hearing disability	Candidates may have the use of a live speaker for pre-recorded exam components, or a sign-language interpreter. Candidates could be accommodated in a room of their own.
Long term illness or disability	Candidates with a long term illness or disability that makes travel to the centre difficult may be allowed to sit their exams at home or at an alternative venue. Permission would need to be sought from Awarding Bodies.
Learning disabilities	Candidates within the centre are assessed and permitted use of a scribe, reader, practical assistant, prompt or extra time as recommended by the SENCo and after approval of an access arrangements application.

Medication	Candidates that need to take medication during an exam should liaise with the First Aid Lead, Ms Jo Day. All medication should be bagged and labelled with the name of the person for whom it is intended. This will be given to the invigilator so that the candidate can request if needed.
Diabetes	A list of candidates with a diagnosis of diabetes will be available to all invigilators. Should a candidate need to test their sugar level during an exam, they should be allowed to do so (under supervision and in line with exam regulations). Food and/or glucose tablets should be available and rest breaks, if taken should be recorded.