The Haven School: Disability Policy **(Exams)**

Centre Number: 30417

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| **Approved/Reviewed by:**Ruth O’Grady on 10.10.19 | **Date of next review**OCT 2022 |

**INTRODUCTION**

This document is provided as an exams-specific supplement to the centre-wide accessibility policy/plan which details how the centre “recognises 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.

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 opportunity.

**OVERVIEW**

This policy details how the centre facilitates access to exams and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, by outlining staff roles and responsibilities in relation to

* Identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to in this policy as ‘access arrangements’)
* Requesting access arrangements
* Implementing access arrangements and the conduct of exams

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

1. **Identifying the need for access arrangements:**

**Roles and responsibilities:**

**Special educational needs Co-ordinator (SENCO)**: Has full knowledge and understanding of the contents, refers to and directs relevant centre staff to the annually updated JCA publication AA.

**Teaching staff**: Inform the SENCO of any support that might be needed by a candidate Assessor of candidates with learning difficulties (SEND) (An assessor of candidates with learning difficulties will be an appropriately qualified access arrangement

**Assessor/psychologist/specialist assessor:** Has detailed understanding of the current JCQ publication AA

1. **Requesting access arrangements**

 **Roles and responsibilities**

 **Special educational needs Co-ordinator (SENDCO)**: Determines if the arrangements identified for a candidate require prior approval from the awarding body before the arrangements are put in place or if approval is centre delegated

**Exams officer**: Is familiar with the entire contents of the annually updated JCQ publication GR and is aware of information contained in AA where this may be relevant to the Exams Officer role.

1. **Implementing access arrangements and the conduct of exams**

**Roles and responsibilities**

*External assessments these are assessments which are normally set and marked/examined by an awarding body which must be conducted according to awarding body instructions and/or the JCQ publication Instructions for conducting examinations (ICE)*

**Head of centre: Supports** the SENCO, the Exams Officer and other relevant centre staff in ensuring appropriate arrangements, adjustments and adaptions are in place to facilitate access for disabled candidates within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)

 **Special educational needs Co-ordinator (SENDCO)**: Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)

**Exams officer**: Is familiar with and follows the Checklist for heads of centre and examination officers – The Equality Act 2010 and conduct of examinations provided in the current ICE (page 44)

**Other relevant centre staff**: Support the SEND and the exams officer to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams.

**Conduct of Exams**

  All exam rooms are accessible; chairs are available when queuing outside when required.  There is an appropriate toilet near or in all of these areas.

  Emergency evacuation procedures are appropriate for all candidates and risk assessments are carried out as appropriate prior to the examination series.

  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 should be notified if there are any exceptional health issues.

  Any specialised equipment will be provided and an appropriate examination area selected.

  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 SENDCO will make the Exams Officer aware of any issues concerning individuals in the main exam rooms.

  The SENDCO/Exams Officer will take the lead in making access applications based on their close knowledge of the needs of students under their care. They will produce a list of Page 3 of 4 the students involved together with their concessions and this list will be available in all exam rooms in the files.

  Any complaints made by candidates with disabilities should be directed in the first instance to the Examinations Officer who will initiate an enquiry.