



# Disability Policy

## (Exams)

### 2018/2019

*This policy is reviewed annually to ensure compliance with current regulations.*

**Last Review Date:** Summer 2018

**Reviewed by Governors:** 10<sup>th</sup> December 2018

**Next Review Date:** Summer 2019

**Reviewer:** Kelly Davies

**Signed:**.....

## Purpose of this policy

This policy aims to ensure that every pupil at Selly Park Technology College for Girls who has additional needs will be supported through every examination series, ensuring equality of opportunity. This document is provided as an exams-specific supplement to the centre-wide accessibility policy/plan which details how the centre

*“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 to the service the centre provides to disabled candidates... For any legislation in a relevant jurisdiction other than England and Wales which has an Equivalent purpose and effect.”*

*[Quote taken directly from section 5.4 of the current JCQ publication General Regulations for approved centres]*

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
- Good practice in relation to the Equality Act 2010

## The Equality Act 2010 definition of disability

A definition is provided on page 4 of the current JCQ publication Adjustments for Candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments. The Equality Act 2010 extends the application of the Equality Act to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

## Identifying the need for access arrangements

### Roles and Responsibilities

#### Head of Centre

Is familiar with the entire contents, refers to and directs relevant centre staff to the annually updated JCQ publications including general regulations and access arrangements.

#### Senior Leaders

Are Familiar with the entire contents of the annually updated JCQ publications including general regulations and access arrangements.

#### Special Educational Needs Coordinator (SENCo)

Has full knowledge and understanding of the contents, refers to and directs relevant centre staff to the annually updated JCQ publication access arrangements.

#### Teaching Staff

Informs the SENCo of any support that might be needed by a candidate.

#### Support Staff (Learning Support Assistants/Teaching Assistants)

Provide comments and observations to support the SENCo in painting a picture of need confirming normal way of working for a candidate.

#### Assessor of candidates with learning difficulties

Has detailed understanding of the current JCQ publication access arrangements.

## Requesting access arrangements

### Roles and Responsibilities

#### Head of centre

- Ensures an appropriately qualified assessor(s) is appointed, evidence of the assessor's qualification(s) is obtained before he/she assesses candidates and that evidence of the qualifications of the person(s) appointed is held on file
- Ensures the assessment process is administered in accordance with the regulations and that the correct procedures are followed as per Chapter 7 of [JCQ Regulations](#)
- Ensures a policy demonstrating the centre's compliance with relevant legislation is in place

### SENCo

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.

- Ensures the quality of the access arrangements process within the centre
- Ensures staff roles, responsibilities and processes in identifying, requesting and implementing access arrangements for candidates (including private candidates) are clearly defined and documented
- Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance
- Ensures the need for access arrangements for a candidate will be considered on a subject by subject basis
- Works with teaching staff, relevant support staff and the exams officer to ensure centre-delegated and awarding body approved access arrangements are put in place for candidates taking internal and external exams/assessments
- Provide information to evidence the normal way of working of a candidate
- Conducts appropriate assessments to identify the need of a candidate
- Provides appropriate evidence to confirm the need of a candidate
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body

### Examinations Officer

Is familiar with the entire contents of the annually updated JCQ publication general regulations and is aware of information contained in access arrangements where this may be relevant to the Examinations Officer role.

- Support the SENCo in determining the need for and implementing access arrangements
- Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance

# Implementing access arrangements and the conduct of examinations

## 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 booklet).

### Head of Centre

Supports the SENCo, Examinations Officer and other relevant centre staff in ensuring appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to examinations.

### SENCo

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 examination.

### Examinations Officer

Understands and follows instructions for *Invigilation arrangements for candidates with access arrangements* and *Access arrangements* in [ICE 2018-2019](#)

### Other relevant centre staff

Support the SENCo and the Examinations Officer to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to examinations.

## Internal Assessments

These are non-examination assessments (NEA) which are normally set by a centre/awarding body, marked and internally verified by the centre and moderated by the awarding body.

## Roles and Responsibilities

### SENCo

Liaises with teaching staff to implement appropriate access arrangements for candidates.

### Teaching Staff

Support the SENCo in implementing appropriate access arrangements for candidates.

## **Internal Examinations**

These are examinations or tests which are set and marked within the centre; normally a precursor to external assessments.

### **Roles and Responsibilities**

#### SENCo

Liaises with teaching staff to implement appropriate access arrangements for candidates.

#### Teaching Staff

Support the SENCo in implementing appropriate access arrangements for candidates.

## **Selly Park Girls' School Procedures**

- All examination 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 risk assessments carried out
- If any candidate needs to take regular medication, invigilators will make this possible
- The Examinations 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
- All invigilators will either receive group training including disability issues or will work alongside an experienced invigilator
- The SENCo will make the Examinations Officer aware of any issues concerning individuals in the main examination room

- The SENCo/Examinations Officer will take the lead in making access applications based on their close knowledge of the needs of students. They will produce a list of the students involved together with their concessions and this list will be available in the examination and SENCo office
- Any complaints made by candidates with disabilities should be directed in the first instance to the Examinations Officer