



St Matthew Academy

DISABILITY (Exams)

Policy

Our motto is 'Let your light shine'. It is taken from St Matthew's Gospel and captures our belief in the uniqueness of each individual. Our aim is to ensure that the talents and strengths of each pupil are encouraged, developed and celebrated

Successful, confident learners

High expectations, outstanding achievements

Inclusive, caring, Catholic community

Nurturing talent, cultivating ambition

Excellence for all

Date of Approval	Autumn 2018
Review Date	Autumn 2019

1. Purpose of this policy

This document is provided as an exams-specific supplement to the centre-wide disability/accessibility policy/plan which details how the centre will:

“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.

†or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect”

[Quote taken directly from chapter 5.4 of the current JCQ publication General Regulations for Approved Centres]

This publication is further referred to in this policy as GR.

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 a physical or mental impairment; looking into adverse effects and assessing which are substantial; considering if substantial adverse effects are long term; judging the impact of long term adverse effects on normal day to day activities.
- 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 exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

In accordance with JCQ policy, the main location for all public examination rooms are located on the ground floor (Sports hall). Examination venues on other floors are all accessible via the lift. Seating is available outside all exam venues for those waiting to enter.

- There is an appropriate toilet near or in all of these areas.
- Emergency evacuation procedures are appropriate for all candidates. No candidate who is unable to use the stairs will sit an exam on any other floor than the ground floor, in case there is a fire alarm and the lifts do not work.
- 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 which is necessary for candidates with disabilities to access their public examinations 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.

2. Special needs

A candidate has “special educational needs” as defined in the SEND code of practice: 0 to 25 years.

Children have special educational needs if they have a learning difficulty or disability which calls for special educational provision to be made for them.

The Equality Act 2010 definition of disability includes substantial and long-term sensory impairments such as those affecting sight or hearing, mental health difficulties and long-term health conditions such as asthma, diabetes, epilepsy and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

3. Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

3.1 The SENCO will:

- Ensure 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 qualification(s) of the person(s) appointed is held on file
- Ensure the assessment process is administered in accordance with the regulations and that the correct procedures are followed as per Chapter 7 of [AA](#)

The arrangement(s) put in place must reflect the support given to the candidate at St Matthew Academy for example:

- In the classroom (where appropriate);
- working in small groups for reading and/or writing;
- Literacy support lessons;
- Literacy intervention strategies;
- During internal school tests/examinations;

Rooming for access arrangement candidates will be arranged by the Access Arrangements Officer with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

3.2 The exams officer will

- Ensure that a (hard copy or electronic) file/e-folder is kept for each candidate that will include:
 - completed JCQ/awarding body application forms and evidence forms
 - appropriate evidence to support the need for the arrangement where required
 - appropriate evidence to support normal way of working within the centre
 - in addition, for those qualifications listed on page 2/92 of [AA](#) (where approval is required), a print out of the AAO approval and a signed data protection notice (which provides candidate consent to their personal details being shared)
- Presents the files/e-folders when requested by a JCQ Centre Inspector and addresses any queries/questions raised
- If the Access Arrangements officer is unavailable, presents the files/e-folders of access arrangements candidates when requested by a JCQ Centre Inspector and addresses any queries/questions raised
- Ensures where form 8 is required to be completed, the original form is signed (an electronic signature is permissible) and dated as required **prior** to approval being sought and that the original form is provided for processing and inspection purposes (This may be a hard copy paper version or an electronic version).

4.0 Management of potential candidate needs and possible centre actions

Example of candidate need(s)	Arrangements explored	Centre actions
A medical condition which prevents the candidate from taking exams in the centre	<p>Alternative site for the conduct of examinations</p> <p>Supervised rest breaks</p>	<p>SENCo gathers evidence to support the need for the candidate to take exams at home</p> <p>Director of learning (RLE) provides written statement for file to confirm the need</p> <p>Approval confirmed by AAO (HVY) approval for both arrangements not required</p> <p>Director of learning discussion with candidate to confirm the arrangements should be put in place</p> <p>EO (CFR) submits 'Alternative site form' for timetabled written exams to awarding body/bodies online through CAP</p> <p>An on-line submission must only be made for timetabled written examinations in the following qualifications:</p> <p>EO (CFR) provides candidate with exam timetable and JCQ information for candidates</p> <p>DOL (RLE) confirms with candidate the information is understood</p>

		<p>DOL (RLE) head agrees with candidate that prior to each exam will call to confirm fitness to take exam</p> <p>EO (CFR) allocates invigilator(s) to candidate's timetable; confirms time of collection of exam papers and materials</p> <p>Invigilator monitors candidate's condition for each exam and records any issues on incident log</p> <p>Invigilator records rest breaks (time and duration) on incident log and confirms set time given for exam</p> <p>Invigilator briefs EO after each exam on how candidate's performance in exam may have been affected by his/her condition</p> <p>EO (CFR) discusses with director of learning (RLE) if candidate is eligible for special consideration (candidate present but disadvantaged)</p> <p>EO (CFR) processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence</p> <p>Director of learning informs candidate that special consideration has been requested</p>
Persistent and significant difficulties in accessing written text	<p>Reader/computer reader</p> <p>25% Extra time</p> <p>Separate invigilation within the centre</p>	<p>AAO (HVY):</p> <p>Confirms candidate is disabled within the meaning of the Equality Act 2010</p> <p>Papers checked for those testing reading</p> <p>Computer reader/examination reading pen sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded</p> <p>Original Form 8v signed and dated, with Sections A, B and C completed; kept on file with body of supporting evidence, printed approval from AAO (HVY) and signed data protection notice</p>
Significant difficulty in concentrating	<p>Prompter</p> <p>Separate invigilation within the centre</p>	<p>AAO (HVY):</p> <p>Gathers evidence to support substantial and long term adverse impairment</p> <p>Confirms with candidate how and when they will be prompted</p> <p>Briefs invigilator to monitor candidate and the method of prompting (call out his name to bring his attention back to the paper - confirms requirement for separate room)</p>
A wheelchair user	<p>Desk</p> <p>Rooms</p> <p>Facilities</p>	<p>AAO (HVY):</p> <p>Applies for practical assistant to help candidate set up wheelchair and other equipment in a practical assessment;</p>

	<p>Seating arrangements</p> <p>Practical assistant</p>	<p>approval automatically fails so awarding body referral lists the tasks that will be performed</p> <p>Provides height adjustable desk in exam room</p> <p>Allocates exam room on ground floor near adapted bathroom facilities</p> <p>Spaces desks to allow wheelchair access</p> <p>Seats candidate near exam room door</p> <p>Confirms arrangements in place to assist the candidate in case of emergency evacuation of the exam room</p> <p>Practical assistant cover sheet printed from AAO; to be completed by facilitator and inserted inside the candidate's work where this may be applicable to the assessment</p>
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