



2018/19

*Date of next review:
September 2019*

**Examinations –
Disability
Discrimination
Policy**

EXAMINATIONS - DISABILITY DISCRIMINATION POLICY

Explanation

DDA

The Disability Discrimination Act 2005 and Disability Act (2010) extend the application of the DDA to general qualifications. All examinations centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special Educational Needs

A candidate's special needs requirements are determined by the SENCO and the Educational Psychologist / specialist teacher.

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 may be granted during the course and in the exam.

Access Arrangements

All students with a physical disability have their individual needs assessed in advance and arrangements are put into place and shared with the student to ensure they have full access to all examinations. Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Examinations Officers. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and the Examinations Officers via the on-line systems.

Rooming for access arrangement candidates will be arranged by the SENCO with the Examinations Officers.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examinations Officers.

Type of Disability or Disadvantage	Centre Solution
Wheelchair user	The main exam rooms are on the ground floor, but should a candidate need access to upper floors we have a lift. There are also readily available Evac chairs should we need to evacuate a wheelchair user from the upper floors.
Use of crutches for broken leg or other lower limb complaint	The main exam rooms are on the ground floor, but should a candidate need access to upper floors we have a lift. There are also Evac chairs should we need to evacuate a candidate from the upper floors.
Broken arm / collar bone / finger or other such complaint	The Centre will arrange for candidates to have a Scribe, laptop and/or extra time for the exam. The appropriate awarding body will be contacted.

Generally feeling unwell	The Centre may be able to arrange for the candidate to sit the exam in a room on their own or Matron's Office (invigilation staff permitting) and candidates will be allowed rest breaks of up to 10 minutes at a time without penalty to the overall exam duration.
Visual disability	All exam rooms in the Centre are well lighted. Candidates are permitted the use of their coloured film overlays as required.
Hearing disability	Candidates may have the use of a live speaker for pre-recorded exam components, or a sign language interpreter. In this case candidates will be accommodated in a room on their own.
Long term illness or disability	Candidates with long term illness or a disability that makes travel to the Centre difficult may be allowed to sit their exams at home with permission from the individual awarding body.
Learning disabilities	Candidates within the Centre are assessed and permitted the use of a Scribe, Reader and/or extra time as recommended by the Centre's SENCO.