



## Exams Disability Policy 2017-8

<b>Lead Person:</b>	<b>SENCO</b>
<b>Governing Body Committee:</b>	<b>Admissions</b>
<b>Required by:</b>	<b>JCQ</b>
<b>Review:</b>	<b>November 2018</b>

### **Purpose of the policy**

This document is provided as an exams-specific supplement to the *centre-wide Accessibility/ Disability Policy 2017-2018* which details how the centre

*“recognises its duties towards disabled candidates as defined under the terms of the Equality Act 2010<sup>†</sup>. 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.*

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

[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 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

## **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. This publication is further referred to in this policy as AA.

## **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 GR and AA

#### **Senior leaders**

- Are familiar with the entire contents of the annually updated JCQ publications including GR and AA

#### **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 AA
- Ensures staff roles, responsibilities and processes in identifying, requesting and implementing access arrangements are clearly defined
- Ensures the assessment process is administered in accordance with the regulations
- Arranges appropriate assessments to identify the need(s) of a candidate
- Provides appropriate evidence to confirm the need(s) of a candidate
- Ensures that all assessments carried out and arrangements put in place, supported by the Exams Officer, comply with JCQ and awarding body regulations and guidance

#### **Teaching staff**

- Inform the SENCo of any support that might be needed by a candidate
- Provide information to evidence the normal way of working of a candidate
- Support the SENCo in determining the need for and implementing access arrangements
- 

#### **Support staff**

- Provide comments/observations to support the SENCo in *painting a holistic picture of need* confirming *normal way of working* for a candidate

#### **Assessor of candidates with learning difficulties**

(An assessor of candidates with learning difficulties will be an appropriately qualified access arrangements assessor/psychologist/specialist assessor)

- Has detailed understanding of the current JCQ publication AA
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body

## Exams Officer

- Ensures arrangements put in place for exams/assessments reflect a candidate's *normal way of working* within the centre
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body

## Requesting access arrangements

## Roles and responsibilities

### Special educational needs coordinator (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 appropriate and required evidence is collated and held on file to confirm validation responses in AAO including the completion of JCQ Form 8, where required, and a body of evidence to substantiate the candidate's normal way of working within the centre.
- Ensures where form 8 is required to be completed, the original form is signed by hand and dated as required **prior** to approval being sought and that the original form is provided for processing and inspection purposes
- Ensures the names of all other assessors, who are assessing candidates are entered into AAO to confirm their status including any professionals working outside the centre
- Provides evidence so applications can be made by the awarding body deadline
- Presents the files when requested by a JCQ Centre Inspector

## 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 EO role
- Follows guidance in AA Chapter 8 to process approval applications for access arrangements for GCSE and GCE qualifications
- Applies for approval where this is required, through *Access arrangements online* (AAO), or through the awarding body where qualifications sit outside the scope of AAO
- Ensures that arrangements, and approval where required, are in place before a candidate takes his/her first exam or assessment (which is externally assessed or internally assessed/externally moderated)
- Ensures that where approval is required that this is applied for by the awarding body deadline
- Makes an *awarding body referral* through AAO where the initial application for approval may not be approved by AAO, where it is deemed by the centre that the candidate does meet the criteria for the arrangement(s)
- Maintains a file for each candidate that will include:
  - completed JCQ/awarding body application forms and evidence forms
  - appropriate evidence provided by the SENCO to support the need for the arrangement where required

- appropriate evidence provided by the SENCO to support normal way of working within the centre
- in addition, for GCSE and GCE qualifications (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)

## **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 adaptations are in place to facilitate access for disabled candidates to exams

#### **Special educational needs coordinator (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 exam)
- Ensures that prior to any arrangements being put in place checks are made that arrangements do not impact on any assessment criteria/competence standards being tested
- Ensures a statement is provided which details the criteria the centre uses to award and allocate word processors for exams
- Provides a policy on the use of word processors in exams and assessments
- Ensures the qualified assessor(s) has access to the assessment objectives for the relevant specification(s) a candidate is undertaking
- Ensures that any arrangements put in place do not unfairly disadvantage or advantage disabled candidates
- Ensures the candidate understands what will happen at exam time regarding arrangements
- Liaises with the EO where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of exams

#### **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)
- Ensures exam information is adapted where this may be required for a disabled candidate to access it

- Ensures that invigilators are made aware of the Equality Act 2010 and are trained in disability issues and safeguarding
- Ensures a record of the training given to those facilitating an access arrangement for a candidate under examination conditions is kept and retained on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later
- Ensures invigilators supervising access arrangement candidates are trained in their role and understand the invigilation arrangements required for access arrangement candidates
- Ensures appropriate seating arrangements and facilities are in place where different arrangements may need to be made for a candidate to facilitate access to his/her exams
- Ensures invigilators are briefed prior to each exam session of all the arrangements in place for a disabled candidate in their exam room
- Where required for emergency (temporary) access arrangements, applies for approval through AAO or through the awarding body where qualifications sit outside the scope of AAO
- Liaises with the SENCo where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of exams
- With exam papers
  - Checks in advance of dated exams/assessments that modified paper orders have arrived (and if not will contact the awarding body to ensure that papers are available when required)
  - Makes modifications that are permitted by the centre that may be required and, where approved, either accesses a non-interactive electronic (PDF) question paper or opens the exam question paper packet in the secure room no earlier than 90 minutes prior to the published start time of the exam
  - Understands that where permitted/approved, secure exam question paper packets may need to be opened early where preparation is required by the facilitator (Oral Language Modifier, Live Speaker, Sign Language Interpreter only)
  - Ensures that the facilitator only has access to the papers one hour prior to the published start time of the exam
  - Provides cover sheets prior to the start of an exam where required for particular access arrangements and ensures that these have been fully completed before candidates' scripts are dispatched to examiners/markers

## **Invigilators**

- Are aware of the Equality Act 2010 and are trained in disability issues
- Ensure access arrangements as noted in the briefing and on the seating plan are fully implemented at the time of the exam
- Understand and implement specific evacuation procedures for disabled candidates
- Seek advice from the exams officer if any candidate is unsure of their access arrangements or does not have the right equipment or type of paper needed for the exam

## **IT Manager**

- responsible for **IT or other specialist equipment** that may need to be provided or adapted for a candidate

## **Estates Manager**

- responsible for **rooms and non-specialist equipment** (chairs, tables, clocks etc.) used for exams that may need to be adapted for a candidate

## **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.

## **Special educational needs coordinator (SENCo)**

- Liaises with teaching staff to implement appropriate access arrangements for candidates
- Ensures centre-delegated and awarding body approved arrangements are in place prior to a candidate taking his/her first formal supervised assessment
- Ensures candidates are aware of the access arrangements that are in place for their assessments
- Ensures facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangement(s)

## **Teaching staff**

- Support the SENCo in implementing appropriate access arrangements for candidates

## **Director of Studies**

- Provide the SENCo with assessment schedules to ensure arrangements are put in place when required

## **Exams Officer**

- Ensures cover sheets are completed as required by facilitators
- Liaises with the teacher where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of his/her formal supervised assessment
- Liaise with the SENCo regarding assessment materials that may need to be modified for a candidate

## **Internal exams**

These are exams or tests which are set and marked within the school normally as a pre-cursor to external assessments. Roles and responsibilities as far as they are required for internal exams are as detailed above in external assessments. Specifically

## **Special educational needs coordinator (SENCo)**

- Informs exams officer of those candidates requiring access arrangements

## **Teaching staff**

- Support the SENCo in implementing appropriate access arrangements for candidates
- Provide exam materials to the exams officer that may need to be modified for a candidate

**Exams Officer**

- Provide the SENCo and teaching staff with the internal exam timetable to ensure arrangements are put in place when required
- Ensures appropriate exam material is available for all candidates