



Disability policy (exams) 2019/20

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by

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Key staff involved in the policy

Role	Name(s)
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Purpose of the policy

This document is provided as an exams-specific supplement to the *centre-wide accessibility policy/plan* which details how Burnley High School,

“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...

†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 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; and,
- ▶ 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](#)

This publication is further referred to in this policy as [AA](#).

Identifying the need for access arrangements

Roles and responsibilities

The person appointed to facilitate an access arrangement must not be a relative, friend, peer or private tutor of the candidate.

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 Team

- ▶ Are familiar with the entire contents of the annually updated JCQ publications including [GR](#) and [AA](#).

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 JCQ publication [AA](#).
- ▶ Ensures the quality of the access arrangements process within Burnley High School.
- ▶ Ensures staff roles, responsibilities and processes in identifying, requesting and implementing access arrangements are clearly defined and documented.
- ▶ Leads on the access arrangements process to facilitate access for candidates
- ▶ Defines and documents roles, responsibilities and processes in identifying, requesting and implementing access arrangements.
- ▶ Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance.
- ▶ Ensures arrangements put in place for exams/assessments reflect a candidate's 'normal way of working' within Burnley High School.
- ▶ Ensures the need for access arrangements for a candidate will be considered on a subject-by-subject basis.
- ▶ Presents, when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.
- ▶ 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(s) of a candidate.
- ▶ Provides appropriate evidence to confirm the need(s) of a candidate.
- ▶ Completes appropriate documentation as required by the regulations of JCQ and the awarding body.

Teaching staff

- ▶ Inform the SENCo of any support that might be needed by a candidate.
- ▶ Support the SENCo in determining the need for and implementing access arrangements.
- ▶ Provide information to evidence the normal way of working of a candidate.
- ▶ Conduct appropriate assessments to identify the need(s) of a candidate.
- ▶ Provide appropriate evidence to confirm the need(s) of a candidate.

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](#).
- ▶ Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance.
- ▶ Ensures arrangements put in place for exams/assessments reflect a candidate's normal way of working within the centre.
- ▶ Conducts appropriate assessments to identify the need(s) of a candidate.
- ▶ Provides appropriate evidence to confirm the need(s) of a candidate.
- ▶ Completes appropriate documentation as required by the regulations of JCQ and the awarding bodies.

Exams Officer(s)

- ▶ Supports the SENCo in determining the need for and implementing access arrangements.
- ▶ Works with teaching staff, relevant support staff and the SENCo to ensure centre-delegated and awarding body approved access arrangements are put in place for candidates taking internal and external exams/assessments.
- ▶ Completes appropriate documentation as required by the regulations of JCQ and the awarding body.

Requesting access arrangements

Roles and responsibilities

Special Educational Needs Co-ordinator (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 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 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).
- ▶ Maintains a file 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 GCSE and GCE qualifications (where approval is required), a print out of the AAO approval and a signed data protection notice (which provides candidate.

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.
- ▶ Follows guidance in AA Chapter 8 to process approval applications for access arrangements for GCSE 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.
- ▶ Confirms by ticking the 'Confirmation' box prior to submitting the application for approval that the 'Malpractice Consequence Statement' has been read and accepted.
- ▶ 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).
- ▶ 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.
- ▶ Liaises with teaching staff regarding any appropriate, modified paper requirements for candidates.
- ▶ Liaises with the SENCo to ensure AAO approval is in place for early opening of papers where this may be required where the centre is permitted to modify a timetabled written component exam paper (copy on coloured paper, enlarge to A3 or copy to single sided print).
- ▶ Following the appropriate process(AAO GCSE; JCQ Form 7 or Form VQ/EA), orders published modified papers, by the awarding body's deadline for the exam series, where these may be required for a candidate.

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.
- ▶ Is familiar with the '*Checklist for Heads of Centre and Examination Officers – The Equality Act 2010 and conduct of examinations*' provided in the current ICE (page 44).
- ▶ Appoints appropriate centre staff as facilitators to support candidates (Practical Assistant, Prompter, Oral Language Modifier, Reader, Scribe or Sign Language Interpreter).
- ▶ Liaises with the Exams Officer to ensure that invigilators are made aware of the Equality Act 2010 and are trained in disability issues.

Special Educational Needs Co-ordinator (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). This is determined on a subject by subject basis.
- ▶ Ensures a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for him/her and ensures the candidate understands what will happen at exam time.
- ▶ Ensures that any arrangements put in place do not unfairly disadvantage or advantage disabled candidates.
- ▶ Liaises with the Exams Officer regarding facilitation and invigilation of access arrangement candidates in exams.
- ▶ Appoints appropriate centre staff as facilitators to support candidates (Practical Assistant, Prompter, Oral Language Modifier, Reader, Scribe or Sign Language Interpreter).
- ▶ Ensures facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangement(s).
- ▶ Liaises with the Exams Officer to ensure that invigilators are made aware of the Equality Act 2010 and are trained in disability issues.
- ▶ Liaises with the Exams Officer 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](#).
- ▶ Ensures exam information (JCQ information for candidates documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it.

- ▶ 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 that any arrangements put in place do not unfairly disadvantage or advantage disabled candidates.
- ▶ Liaises with other relevant centre staff regarding the provision of appropriate rooming and equipment that may be required to facilitate access for disabled candidates to exams.
- ▶ Ensures facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangement(s).
- ▶ Ensures the facilitator is known by, or introduced to, the candidate prior to exams .
- ▶ Ensures a facilitator acting as a prompter is aware of the appropriate way to prompt depending on the needs of the candidate.
- ▶ Ensures cover sheets, where these are required by the arrangement, are completed as required by facilitators.
- ▶ Liaises with the SENCo and other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams.
- ▶ Liaises with the SENCo to ensure exam information (JCQ information for candidates documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it.
- ▶ Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates.
- ▶ Liaises with the SENCo regarding rooming of access arrangement candidates.
- ▶ Liaises with the SENCo to ensure that invigilators are made aware of the Equality Act 2010 and are trained in disability issues.
- ▶ Ensures appropriate seating arrangements 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 the arrangements in place for a disabled candidate in their exam room.
- ▶ 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 Burnley High School (e.g. a question paper copied onto coloured paper; an A4 to A3 enlarged paper; or a paper printed on single sheets; or where a question paper may need to be scanned into PDF format when a candidate is approved the use of a computer reader) and, where approved, 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, for example:
 - Prints pre-populated cover sheets from AAO where this is required for GCSE qualifications.
 - Has a process in place to deal with emergency (temporary) access arrangements as they arise at the time of exams in terms of rooming and invigilation.
 - 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.
 - 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.

Other relevant centre staff

- ▶ Support the SENCo and the Exams Officer to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams.
- ▶ Ensure a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for him/her and ensures the candidate understands what will happen at exam time.
- ▶ Ensure exam information (JCQ information for candidates documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it.
- ▶ Liaise with the Exams Officer regarding facilitation and invigilation of access arrangement candidates in exams.
- ▶ Liaise with the Exams Officer where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of exams.
- ▶ Make modifications that are permitted by Burnley High School (a question paper copied onto coloured paper; an A4 to A3 enlarged paper; a paper printed on single sheets; or, where a question paper may need to be scanned into PDF format when a candidate is approved the use of a computer reader) and, where approved, open the exam question paper packet in the secure room no earlier than 90 minutes prior to the published start time of the exam.

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.

“Externally marked and/or externally set practical examinations taken at different times across centres are classified as ‘NEA’.”

[Quote taken from the JCQ publication [*Instructions for conducting non-examination assessments*](#)]

Special Educational Needs Co-ordinator (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).
- ▶ 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.

Teaching staff

- ▶ Support the SENCo in implementing appropriate access arrangements for candidates.
- ▶ Ensure candidates are aware of the access arrangements that are in place for their assessments.
- ▶ Ensure cover sheets are completed as required by facilitators.
- ▶ Provide the SENCo with assessment schedules to ensure arrangements are put in place when required.
- ▶ 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 centre; normally a precursor to external assessments.

Special Educational Needs Co-ordinator (SENCo)

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

Teaching staff

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

Exams Officer

- ▶ Provides the SENCo with internal exam timetable to ensure arrangements are put in place.

Facilitating access - examples

The following information confirms the centre's good practice in relation to the Equality Act 2010 and the conduct of examinations.

On a candidate by candidate basis, consideration is given to:-

- ▶ adapting assessment arrangements
- ▶ adapting assessment materials
- ▶ the provision of specialist equipment or adaptation of standard equipment
- ▶ adaptation of the physical environment for access purposes

The table provides example arrangements, adjustments and adaptations that are considered to meet the need(s) of a candidate and the actions considered/taken by the centre for the purposes of facilitating access.

Example of candidate need(s)	Arrangements explored	Centre actions
Persistent and significant difficulties in accessing written text	Reader/computer reader 25% Extra time Separate invigilation within the centre	<i>Confirms candidate is disabled within the meaning of the Equality Act 2010</i> <i>Papers checked for those testing reading</i> <i>Computer reader/examination reading pen sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded</i> <i>Original Form 8, signed by hand and dated, with Sections A, B and C completed; kept on file with body of supporting evidence, printed approval from AAO and signed data protection notice</i>
Significant difficulty in concentrating	Prompter Separate invigilation within the centre	<i>Gathers evidence to support substantial and long term adverse impairment</i> <i>Confirms with candidate how and when they will be prompted</i> <i>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)</i>
Anxiety attack	Supervised rest breaks Separate invigilation within Burnley High School	<i>Lead invigilator speaks to candidate calmly and quietly away from main cohort to ascertain severity of attack.</i> <i>Lead Invigilator liaises with the Exams Officer with possibility of giving candidate supervised rest breaks throughout the exam / seating candidate to the rear of the exam room.</i> <i>If appropriate, the Exams Officer liaises with the SENCo and will arrange separate invigilation within Burnley High School if the candidate has a recorded history of anxiety.</i> <i>The Exams Officer and Lead invigilator to complete and sign Exam Incident Form with regards to the arrangement and retain on file for record.</i>

