



The  
Thomas Hardye School

# Disability policy (exams)

2018/19

This policy is reviewed annually to ensure compliance with current regulations

**Approved/reviewed by**

**Date of next review**

## Key staff involved in the policy

<b>Role</b>	<b>Name(s)</b>
SENCo	Mrs M Orchard
SENCo line manager (Senior Leader)	Mrs K Chittenden
Head of centre	Mr M Foley
Assessor(s)	Mrs M Orchard, Mrs R Munro
Access arrangement facilitator(s)	TA's/Invigilators

## Contents

.....	1
Key staff involved in the policy .....	2
Purpose of the policy .....	4
Implementing access arrangements and the conduct of exams .....	
The Equality Act 2010 definition of disability .....	4
Identifying the need for access arrangements .....	4
<b>Roles and responsibilities</b> .....	4
Use of word processors .....	6
Requesting access arrangements .....	6
Roles and responsibilities .....	6
Implementing access arrangements and the conduct of exams .....	7
Roles and responsibilities .....	7
<b>External assessments</b> .....	7
<b>Internal assessments</b> .....	9
<b>Internal exams</b> .....	10
Facilitating access – examples.....	11

## Purpose of the policy

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

*“recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010<sup>7</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”*

[Quote taken directly from section 5.4 of the current JCQ publication [General regulations for approved centres 2018/2019](#)]

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
- ▶ 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 2018-2019](#)

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 [General Regulations](#) and [Access Arrangements](#).

#### 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 [Access Arrangements](#).
- ▶ Ensures the quality of the access arrangements process within the centre
- ▶ Ensures an appropriately qualified assessor(s) is appointed and that evidence of the qualification(s) of the person(s) appointed is held on file.

## Teaching staff

- ▶ Inform the SENCo of any support that might be needed by a candidate
- ▶ Ensures the qualified assessor(s) has access to the assessment objectives for the relevant specification(s) a candidate is undertaking

## Support staff (Teaching Assistants)

- ▶ (where appropriate) 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 Access Arrangements
- ▶ Ensures staff roles, responsibilities and processes in identifying, requesting and implementing access arrangements are clearly defined and documented for candidates
- ▶ 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 qualification of the qualification(s) of the person(s) appointed is held on file.
- ▶ Support the SENCo in determining the need for and implementing access arrangements
- ▶ 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

## SEN Manager

- ▶ Ensures the assessment process is administered in accordance with the regulations as per Chapter 7 of AA
- ▶ Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance
- ▶ 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
- ▶ 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
- ▶ Completes appropriate documentation as required by the regulations of JCQ and the awarding body
- ▶ Works alongside the Exams Manager with regards to access arrangements/exams related matters.

## Exams Manager

- ▶ Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- ▶ Works alongside the SEN Manager with regards to access arrangements/exams related matters.

## Support staff (Teaching Assistants)

- ▶ (where appropriate) 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](#)

## Use of word processors

See Appendix A

*“It is strongly recommended that a centre has a policy on the use of word processors which it can articulate to parents/carers. Principally, that a word processor cannot simply be granted to a candidate because he/she now wants to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home. The use of a word processor must reflect the candidate’s normal way of working within the centre and be appropriate to the candidate’s needs...”*

*A member of the centre’s senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.”*

[[AA](#) 5.8]

## Requesting access arrangements

### Roles and responsibilities

#### Special Educational Needs Manager

- ▶ 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
- ▶ Follows guidance in [Access Arrangements](#) Section 8 to process approval applications for access arrangements for those qualifications listed on page 2 of AA
- ▶ 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 appropriate and required evidence is held on file to confirm validation responses in AAO including the completion of JCQ Form 8 (*Application for access arrangements – Profile of learning difficulties*), 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 (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.
- ▶ Ensures the names of all other assessors, who are assessing candidates studying qualifications as listed on page 2 of [AA](#), are entered into AAO to confirm their status including any professionals working outside the centre
- ▶ 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)
- ▶ Liaise with the Exams Manager to ensure 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 (hard copy or electronic) file/e-folder 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.
- ▶ Liaises with the Exams Manager to ensure arrangements are in place to either order a non-interactive electronic (PDF) question paper or to open question paper packets in the secure room within 90 minutes of the published starting time for the exam 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 for those qualifications listed on page 74 of AA; 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.

### Exams Manager

- ▶ 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 Exams Manager role](#)
- ▶ Following the appropriate process (AAO for those qualifications listed on page 74 of AA), 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

#### Special Educational Needs Manager

- ▶ 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)
- ▶ 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)
- ▶ 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 any arrangements put in place do not unfairly disadvantage or advantage disabled candidates
- ▶ Liaises with the Exams Manager 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)
- ▶ 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 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
- ▶ Liaises with the Exams Manager to ensure that invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- ▶ Ensures invigilators supervising access arrangement candidates are trained in their role and understand the invigilation arrangements required for access arrangement candidates as detailed in [ICE](#) 7 and 8
- ▶ Ensures cover sheets, where these are required by the arrangement are completed as required by facilitators
- ▶ Liaises with the Exams Manager where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of exams
- ▶ 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
- ▶ Ensures invigilators are briefed prior to each exam session of the arrangements in place for a disabled candidate in their exam room
- ▶ Makes modifications that are permitted by the centre (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 where a candidate is approved the use of a computer reader) that may be required 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)
- ▶ 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
- ▶ 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

### **Exams Manager**

- ▶ 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)
- ▶ Understands and follows instructions for Invigilation arrangements for candidates with access arrangements and Access arrangements in ICE 2018-2019.
- ▶ 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)
- ▶ 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 any arrangements put in place do not unfairly disadvantage or advantage disabled candidates
- ▶ Ensures cover sheets, where these are required by the arrangement are completed as required by facilitators

- ▶ Liaises with the SEN Manager where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of exams
- ▶ 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
- ▶ 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 (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 where a candidate is approved the use of a computer reader) that may be required and 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 60 minutes 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
- ▶ 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
- ▶ 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
- ▶ 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
- ▶ On occasions the Exams Manager and the SEN Manager may have to liaise with, for example, the IT specialists, the site team or medical officer.
- ▶ Monitors, in internal tests/mock exams, the use of arrangements granted to a candidate and where a candidate has never made use of the arrangement, may consider withdrawing the arrangement, provided the candidate will not be placed at a substantial disadvantage.

Senior staff responsible for the centre's **emergency evacuation procedures** and the arrangements that may need to be in place for a candidate with a disability who may need assistance when an exam room is evacuated. Please refer to the Emergency Evacuation Procedures Policy.

#### **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 – Foreword, page 3*]

#### **Special Educational Needs Manager**

- ▶ 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
- ▶ Ensure a record of the content of training given to those facilitating an access arrangement for a candidate under examination conditions is kept and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
- ▶ Ensure invigilators supervising access arrangement candidates are trained in their role and understand the invigilation arrangements required for access arrangement candidates and the role of any facilitator.
- ▶ Ensures candidates with access arrangements are identified on exam room seating plans

### **Teaching staff**

- ▶ Support the SENCo in implementing appropriate access arrangements for candidates

### **Internal exams**

These are exams or tests which are set and marked within the centre; normally a pre-cursor to external assessments.

### **Special Educational Needs Manager**

- ▶ Liaises with the Exams Manager to implement appropriate access arrangements for candidates

### **Teaching staff**

- ▶ Provide exam materials that may need to be modified for a candidate

### **Senior Leadership Team**

- ▶ Provide the SENCo with internal exam timetable to ensure arrangements are put in place when required

## Facilitating access – examples

Example of candidate need(s)	Arrangements explored	Centre actions
<p>A medical condition which prevents the candidate from taking exams in the centre.</p>	<p>Alternative site for the conduct of examinations.</p> <p>Supervised rest breaks</p>	<p>SENCo/and or Exams officer gathers evidence to support the need for the candidate to take exams at home.</p> <p>Pastoral head provides written statement for file to confirm the need.</p> <p>Approval confirmed by SENCo; AAO approval for both arrangements not required.</p> <p>Pastoral head discussion with candidate to confirm the arrangements should be put in place.</p> <p>Exams officer 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 exams in the following qualifications:</p> <p>EO provides candidate with exam timetable and JCQ information for candidates.</p> <p>Pastoral head confirms with candidate the information is understood.</p> <p>Pastoral head agrees with candidate that prior to each exam will call to confirm fitness to take exam.</p> <p>EO 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>Invigilators briefs EO after each exam on how candidate's performance in exam may have been affected by his/her condition.</p> <p>EO discusses with pastoral head if candidate is eligible for special consideration (candidate present but disadvantaged).</p> <p>EO processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence.</p> <p>Pastoral head informs candidate that special consideration has been requested.</p>

<p>Persistent and significant difficulties in access written text</p>	<p>Reader/computer reader</p> <p>25% extra time</p> <p>Separate invigilation within the centre</p>	<p>Confirms candidate is 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 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 and signed data protection notice.</p>
<p>Significant difficulty in concentrating</p>	<p>Prompter</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.</p>
<p>A wheelchair user</p>	<p>Desk</p> <p>Rooms</p> <p>Facilities</p> <p>Seating arrangements</p> <p>Practical assistant</p>	<p>Applies for practical assistant to help candidate set up wheelchair and other equipment in a practical assessment; approval automatically fails so awarding body referral lists the tasks that will be performed.</p> <p>Provides height adjustable table in exam room.</p> <p>Allocates accessible exam room with candidate on own.</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>
<p>Candidate who suffers anxiety attack on day of exam.</p>		