



Exams Policy

Disability Policy (Exams)

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WOOD GREEN SCHOOL - Disability Policy (Exams)

Key staff involved in the exams policy

Role	Name(s)
Head of Centre	Rob Shadbolt
Exams officer line manager (Senior leader)	David Askew
Exams Manager	Louisa Nutt
SENDCo	Alison Turton
Senior leader(s)	Ian Goddard

Purpose of the policy

The purpose of this policy is to confirm the arrangements at Wood Green School for dealing with disability arrangements during exams.

Wood Green School is committed to equality and is keen to promote a teaching and learning environment that is inclusive and does not discriminate against any group. In line with JCQ regulations and the Equality Act 2010, the following guidance document has been produced.

As far as is reasonably practical, Wood Green School will ensure:

- The premises are accessible for all disabled candidates for examinations
- Lighting will be appropriate for all candidates
- Adapted facilities will be provided as necessary
- The needs of disabled candidates will be considered in the event of an emergency evacuation
- Seating arrangements and room locations will be arranged with consideration for the inclusion of disabled candidates, including the location of accessible toilets
- The SENDCo will make the Exams Manager is aware of any issues concerning disabled individuals during examinations
- The SENDCo will take the lead in making applications for access arrangements, based on their assessment of knowledge of the needs of the candidates under their care. A list of all such students will be provided to the Exams Manager and updated regularly
- The Exams Manager will implement the access arrangements specified by the SENDCo (including the provision of specialist equipment) according to the individual's needs and with the agreement of the relevant Awarding Organisations
- Invigilators will be briefed by the Exams Manager of any exceptional issues concerning disabled candidates, their physical requirements and communication
- Any complaints made by candidates with a disability should be directed to the Exams Manager in the first instance, who will initiate an enquiry

Type of Disability	Centre Solution
Wheelchair User/Broken Lower Limb/Lower limb amputee	Main examination rooms are located on the ground floor and a lift is available if access to upper floors is required. Adapted toilet facilities are available.
Arm amputee/broken arm/collar bone/or other such condition	The centre will arrange for the candidate to have either a scribe/voice recognition software/laptop, extra time and a separate room if appropriate, depending on their normal way of working
Visual Disability	The centre will apply for modified examination scripts if required by the candidate by the deadline. The centre will ensure the lighting is adequate in all examination locations. Candidates are permitted to use coloured overlays if this is their normal way of working.
Hearing Disability	Candidates will be sat at the front of all examination locations to assist with hearing loss, particularly during a listening examination. Candidates may have the use of a live speaker for pre-recorded exam papers and will be accommodated separately if required.
Long term illness or disability	Candidates with a long-term illness or disability that makes travel to the centre difficult may be allowed to sit their examinations at home, if permission is obtained from the relevant Awarding Organisations. Alternatively individual accommodation at the centre may be provided, if deemed appropriate or examinations may be taken at a Hospital School.
Learning Disabilities	Candidates within the centre will be assessed by the SENDCo/Level 7 Specialist Assessor, and will be permitted the use of a Scribe, Reader, Prompter, Extra Time, Laptop as deemed appropriate, and once an application has been made.
Behavioural Disabilities	Candidates may be seated in a different location for examinations, if this is appropriate for their wellbeing.