

Disability Policy: Exams

This policy should be read in conjunction with the Westwood College Disability Equality Scheme and Accessibility Plan (2013–2015).

All centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. This policy complies fully with the requirements of the Equality Act 2010.

Type of Disability or Disadvantage	Centre Solution
Wheelchair user	The main exam Hall is on the ground floor. Should a candidate need access to upper floors there is a lift. There is an accessible toilet on the same floor as the main exam Hall.
Use of crutches for broken leg or other lower limb complaint	The main exam Hall is on the ground floor. Should a candidate need access to upper floors there is a lift. There is an accessible toilet close to the main exam Hall.
Broken arm / collar bone / finger or other such complaint	The school will apply for temporary access arrangements for candidates to have a Scribe, laptop and/or Extra Time for the exam as applicable.
Generally feeling unwell	The school may be able to arrange for the candidate to sit the exam in a room on their own (invigilation staff permitting) and candidates will be allowed supervised rest breaks without penalty to the overall exam duration if required. Candidates who may need to leave the room quickly will be seated close to the entrance/exit to minimise disturbance. Special Consideration will be applied for if the candidate is disadvantaged by their illness.
Visual disability	All exam rooms in the school are well lit. Candidates are permitted the use of their coloured film overlays as required. Modified/enlarged papers will be applied for if this is the candidate's normal way of working.
Hearing disability	Candidates may have the use of a live speaker for pre-recorded exam components, or a sign language interpreter. 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 school difficult may be allowed to sit their exams at home with permission from the individual Exam Boards.
Emergency evacuation	Emergency evacuation procedures are appropriate for all candidates. The main exam Hall has a wheelchair accessible emergency exit directly out of it.
Candidates taking regular medication	If any candidate needs to take regular medication, invigilators will be made aware and will make this possible. The Exams Officer should be notified if there are any exceptional health issues.

Communication or any other difficulties	Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate. The SENCO will make the Exams Officer aware of any issues concerning individuals in the main exam rooms.
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 and subject to Access Arrangements approval from the Exam Boards.

Any complaints made by candidates with disabilities should be directed in the first instance to the Examinations Officer who will initiate an enquiry.

Recruitment of invigilators will follow normal school policy with regards to disabled applicants. All invigilators will receive group training including disability issues.

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Headteacher

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Exams Officer