

KIRKHAM GRAMMAR SCHOOL

POLICY DOCUMENT

EXAMINATIONS ACCESSIBILITY

This policy applies to Kirkham Grammar Senior School (KGS) only.

Policy number: 52	Originating date: January 2010	Date last reviewed: July 2018	Next review: July 2021
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INTRODUCTION

Kirkham Grammar School is committed to equality of opportunity and is keen to promote a learning and working environment that is inclusive and does not discriminate against any group.

In line with the school's Disability Policy and guidance from the relevant national assessment authority, the following guidance document has been produced.

A summarised version is on display throughout the examination areas.

POLICY FOR EXAMINATIONS

The Building

Statement of Need	Current Provision
Lighting: Ensure that the entrances to the centre and corridors approaching the examination rooms are well lit. Ensure lighting is suitable for use both during the day and in the evenings and is well maintained.	All lighting meets the legal Health and Safety requirements. All corridors and entrances to the examination areas in school are well lit, either by natural light or by fluorescent lighting. Support Staff are responsible for ensuring that the lighting is fit for purpose and operating correctly. Additionally, the examinations team check the lighting in each room prior to an exam taking place and inform the Support Staff of any issues. Issues will be resolved before the examination.

Statement of Need	Current Provision
Accessibility:	
Tactile surfaces to highlight any steps, stairways or changes in level. Wheelchair access in corridors.	All stairwells in school meet both legal and DDA requirements. All corridors in this building are wide enough to allow easy access for wheelchair users. Ramps are available for access.
Accommodation:	
Examination rooms should be located close to an adapted toilet. Facilities should be in place to open the door from the outside in an emergency.	The adapted toilets provide basic welfare facilities. Where any further need is identified, facilities will be put in place to support this need following an assessment by the Examinations Officer. All adapted toilets are accessible from outside in case of emergency.
Emergency Evacuation:	
Ensure that both disabled candidates and staff are aware of the emergency evacuation procedures to ensure that disabled candidates can be safely evacuated from the building whatever their disability or impairment.	The school procedure for emergency evacuation will be complied with, where each building has fire marshals to ensure smooth evacuation in the event of an emergency. Invigilators are made aware of any specific evacuation procedures in place for a candidate with a disability. Invigilators ensure that all candidates are aware of the evacuation procedures at the beginning of each examination. Where the school has prior knowledge of a mobility issue, evacuation arrangements according to the individual's needs will be made. Candidates who use a wheelchair will be located close to the door to allow them to easily enter and leave the examination room.
Seating:	
Ensure that seating is appropriate and comfortable for those who may have a disability that affects seating and posture. Ensure candidates who may become unwell are able to leave the room causing minimum disruption.	Seating is provided according to the individual's requirements as identified by the Examinations Officer. Candidates who may need to leave the room during the exam due to the nature of their disability will be situated close to the exit.
Signage:	
Ensure signs are reasonably sized, easily understood and where necessary, combine text, arrows, pictorial symbols and Braille.	Kirkham Grammar School's own examination signs are as far as possible, simple, clear and consistent. They are generally displayed on A3 to meet the needs

Statement of Need	Current Provision
Signage (cont):	
	<p>of candidates with a disability.</p> <p>Learning Support will assess individual needs and appropriate arrangements are put in place to ensure information is accessible.</p>
Resources:	
<p>Where additional resources are necessary for an examination, according to subject specifications, ensure that these are fit for purpose.</p>	<p>Access arrangements will be put in place according to an individual's normal way of working within the Centre and in line with a combination of JCQ regulations and reports completed by the KGS nominated psychologist.</p>

Kirkham Grammar School
Registered Charity No: 1123869 and Registered Company No: 6195985

KIRKHAM GRAMMAR SCHOOL EXAMINATIONS ACCESS STATEMENT

As far as is reasonably practicable, Kirkham Grammar School's examinations department will ensure:

- Lighting is appropriate for candidates.
- Premises will meet legal and DDA requirements.
- Adapted facilities are provided as necessary.
- The needs of all pupils will be considered in the event of an emergency evacuation.
- Evacuation procedures will be provided at the beginning of each exam.
- Appropriate seating/seating arrangements will be arranged in line with the candidates' needs.
- Access arrangements will be applied for and put in place according to the individual's normal way of working in the Centre and in line with a combination of JCQ regulations and reports completed by the KGS nominated psychologist.