

WOODHEY HIGH SCHOOL

EQUALITIES POLICY (EXAMS)

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Key staff involved in the policy

Role	Name(s)
SENCo Line Manager/SENCo	Lisa Dobson (Deputy Head Teacher) Position awaiting to be filled (SENCo)
Senior Leader(s)	Gary Holden (Assistant Head Teacher), Joseph Varley (Assistant Head Teacher)
Head of Centre	Dean Watson
Assessor(s)	Qualified Internal/External Assessor
Access Arrangement Facilitator(s)	Teaching Assistants and Invigilators
Data and Examinations Manager	Tracey Cardus
Exams Officer	Clare Dewhurst

Purpose of the policy

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

- recognise its duties towards disabled candidates, **including private candidates**, ensuring compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7). This must include a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid; †for any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect

JCQ's General Regulations for Approved Centres_2020-2021 (section 5.4)

- 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 9 of the JCQ publication *Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments_2022-23 (Definitions section)*.

- 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 GR and AA
- 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(s) of the person(s) appointed is held on file

Deputy Head Teacher

- Is familiar with the entire contents of the annually updated JCQ publications including GR and AA
- Ensures a statement is provided which details the criteria the centre uses to award and allocate word processors for exams

- Ensures a policy demonstrating the centre's compliance with relevant legislation is in place

Senior leaders

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

SENCo Line Manager/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 [AA](#)
- Ensures the quality of the access arrangements process within the centre
- Ensures staff roles, responsibilities and processes in identifying, requesting and implementing access arrangements for all candidates are clearly defined and documented
- Ensures the assessment process is administered in accordance with the regulations and the correct procedures are followed as in Chapter 7 of [AA](#)
- Leads on the access arrangements process to facilitate access for candidates
- Ensures that the access arrangements/reasonable adjustments approved allow the candidate to access the assessment, but do not result in the candidate gaining an unfair advantage
- Defines and documents roles, responsibilities and processes in identifying, requesting and implementing access arrangements (*see WHS Access Arrangements Policy*)
- If not a qualified assessor works with the appointed external assessor on all matters relating to assessing the candidates and the administration of the assessment process
- Ensures the qualified assessor has access to the assessment objectives for the relevant specification(s) a candidate is undertaking
- Ensures the arrangements put in place for exams/assessments reflect the candidate's *normal way of working* within the centre
- Ensures the need for access arrangements is considered on a subject by subject basis
- Presents when requested to by a JCQ Centre Inspector, evidence of the assessor's qualification
- Works with teaching staff, 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 that all exams/assessments the access arrangements put in place comply with JCQ and awarding body regulations and guidance
- Conducts appropriate assessments to identify the need(s) of a candidate
- Provides appropriate evidence to confirm the need(s) of a candidate
- Completes and holds on file all of the documentation required by the JCQ and the awarding bodies

Teaching staff

- Inform the **SENCo Line Manager** /SENCo of any support that might be needed by a candidate
- Support the **SENCo Line Manager** /SENCo in determining the need and implementing approved access arrangements to support a candidate's *normal way of working*
- Provides information to evidence a candidate's *normal way of working*

Support staff (for example, Learning Support Assistants, Teaching Assistants and Communication Support Workers)

- Support the **SENCo Line Manager** /SENCo in determining the need for implementing access arrangements
- Inform the **SENCo Line Manager** /SENCo, via the 'Curriculum Support Pupil Referral Form' of any support that might be needed by a candidate e.g. by Learning Support Assistants, Teaching Assistants and Communication Support Workers
- Provide comments/observations to support the **SENCo Line Manager** /SENCo to 'paint 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 **teacher** assessor)

- Has detailed understanding of the JCQ publication [AA](#)
- Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance
- Conducts appropriate assessments to identify the need(s) of a candidate
- Provides appropriate evidence to confirm the needs(s) of a candidate
- Completes the appropriate documentation as required by JCQ and awarding body regulations and guidance

Exams Officer

- Provides a policy on the use of word processors in exams and assessments
- Provides information to the **SENCo Line Manager** /SENCo to evidence a candidate's *normal way of working*

Use of word processors

The Word Processor policy, which includes the statement detailing the criteria the centre uses to award and allocate word processors for exams, is held by the Head of Centre, Deputy Head Teacher, **Assistant Head Teacher (Raising Standards)**, **SENCo Line Manager**/SENCo and the Exams Officer.

A member of the centre's senior leadership team must produce a word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations and assessments. This policy must be available for inspection. (AA, section 5.8)

Requesting access arrangements

Roles and responsibilities

SENCo Line Manager/SENCo

- Follows guidance in [AA](#) (chapter 8) to process approval applications for access arrangements for those qualifications included
- 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
- 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 that where approval is required the application is processed on time and no later than the awarding body's published deadline
- Ensures that the full supporting evidence is in place before an online application is processed
- Reviews the evidence before an online application is processed, ensuring that the candidate does meet the published criteria for the respective arrangement
- Holds all supporting evidence and presents such evidence to a JCQ Centre Inspector upon request
- Ensures that the agreed adjustment has been put in place before the candidate's first examination, e.g. internal tests and mock examinations
- Ensures appropriate and required evidence is held on file to confirm validation responses in AAO including (where required) the completion of JCQ Form 8 (Application for access arrangements – Profile of learning difficulties), and/or centre based evidence including concise file note(s) on centre headed paper, signed and dated, and a body of evidence to substantiate the candidate's normal way of working within the centre (Form 8 must only be used for
- candidates with learning difficulties who are **not** subject to a current EHCP or Statement of Special Educational Needs who require 25% extra time and/or a scribe (including candidates who require a computer reader/reader and 25% extra time and/or a scribe)
- all candidates with learning difficulties who require up to 50% extra time
- all candidates who require a Language Modifier)
- Ensures where form 8 is required to be completed, the form is signed (a handwritten, electronic or typed signature is acceptable) and dated as required **prior** to approval being sought and that the 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 covered by AAO are entered into AAO to confirm their status
- 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)

- Maintains a file/e-folder for each candidate (the required documentation for a candidate will be in all in hard copy within the candidate's file/each of the required documents held electronically or all in electronic format within the candidate's e-folder) 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 covered by AAO (where approval is required), a printout/PDF of the AAO approval, a signed candidate personal data consent form (which provides candidate consent to their personal details being shared)
 - (where applicable) 'Data protection confirmation by the examinations officer or SENCo' acknowledged before an application is processed online
- Presents the files/e-folders when requested by a JCQ Centre Inspector and addresses any queries/questions raised
- Liaises with teaching staff regarding any appropriate modified paper requirements for candidates

SENCo Line Manager

If the SENCo is unavailable, presents the files/e-folders of access arrangements candidates when requested by a JCQ Centre Inspector and addresses any queries/questions raised

Exams Officer (EO)

- 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 EO role
- Liaises with the SENCo 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)
- Liaises with teaching staff regarding any appropriate modified paper requirements for candidates
- Following the appropriate process (using AAO for those qualifications included in the tool; using 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 \(ICE\)](#).

Deputy Head Teacher

- 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 instructions for Invigilation arrangements for candidates with access arrangements and Access arrangements in [ICE 2022-2023](#)

SENCo Line Manager /SENCo

- Is familiar with the instructions for Invigilation arrangements for candidates with access arrangements and Access arrangements in [ICE 2022-2023](#)
- 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)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for them and ensures the candidate understands what will happen at exam time
- 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
- Monitors, internal/mock exams, the use of access arrangements granted to a candidate and where a candidate has never made use of the arrangement, may consider withdrawing the access arrangement, providing the candidate will not be placed at a substantial disadvantage
- Liaises with the Exams Officer (EO) regarding facilitation and invigilation of access arrangement candidates in exams
- Appoints appropriate centre staff as facilitators to support candidates (practical assistant, prompter, Language Modifier, reader, scribe or Communication Professional)
- Ensures facilitators supporting candidates are appropriately trained and understand the rules of the access arrangement(s)
- Ensures a record of the content of training given to those facilitating access arrangements for a candidate under examination conditions is kept and retained on file until the deadline for review of results has passed or until any appeal, malpractice or any other results enquiry has been completed, whichever is later
- Ensures where a person is appointed to facilitate an access arrangement, the person appointed is not normally the candidate's own subject teacher but where the candidate's own subject teacher has to be used, ensures a separate invigilator is always present

- Ensures where a person is appointed to facilitate an access arrangement, the person appointed is not a relative, friend, peer or private tutor of the candidate.
- 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 EO 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 and the role of any facilitator
- Liaises with the EO 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

Exams Officer

- Understands and follows instructions for Invigilation arrangements for candidates with access arrangements and Access arrangements in [ICE 2022-2023](#)
- 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
- Monitors, in internal tests/mock exams, the use of arrangements granted to a candidate via the *Access Arrangements Monitoring Sheet* and feeds back the information to the **SENCo Line Manager**/SENCo
- 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 where a person is appointed to facilitate an access arrangement, the person appointed is not normally the candidate's own subject teacher but where the candidate's own subject teacher has to be used, ensures a separate invigilator is always present
- Ensures where a person is appointed to facilitate an access arrangement, the person appointed is not a relative, friend, peer or private tutor of the candidate.
- Ensures a facilitator acting as a prompter will not normally be the candidate's own subject teacher and must not be a relative, friend or peer of the candidate (understanding that a private tutor cannot act as a prompter for the candidate)
- Ensures 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 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 their exams
- Ensures candidates with access arrangements are identified on exam room seating plans
- Ensures invigilators informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded
- 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 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. 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 awarding body's published start time of the exam
- Understands that where permitted/approved, a secure question paper packet may need to be opened early in the secure room to facilitate the following:
 - a Language Modifier may have access to the question paper 60 minutes prior to the awarding body's published start time for the exam in order to prepare
 - the Communication Professional may have access to the question paper 60 minutes prior to the awarding body's published start time for the exam in order to prepare
 - the Live Speaker may have access to the transcript of the Listening examination 60 minutes prior to the awarding body's published start time for the exam in order to prepare
- 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
- prints pre-populated cover sheets from AAO where this is required for particular arrangements
- 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

Other relevant centre staff**Support staff /Lead Invigilator/Invigilators**

- Support the **SENCo Line Manager** /SENCo and the Exams Officer to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

IT Manager

- Support the **SENCo Line Manager** /SENCO and the Exams Officer in ensuring IT or other specialist equipment is provided or adapted for a candidate

Site Staff

- Responsible for **rooms and non-specialist equipment** (chairs, tables, clocks etc.) used for exams that may need to be adapted for a candidate

Office and financial Services Manager

- 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

Internal assessments

These are non-examination assessments (NEA) which are normally set by a centre/awarding body, marked and internally moderated/standardised by the centre and externally moderated by the awarding body.

Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'. (JCQ publication [Instructions for conducting non-examination assessments](#), Foreword)

Deputy Head Teacher

- Ensures centre-delegated and awarding body approved arrangements are in place prior to a candidate taking his/her first formal supervised assessment

SENCo Line Manager/SENCo

- Liaises with teaching staff to implement appropriate access arrangements for candidates
- Ensures candidates are aware of the access arrangements that are in place for their assessments
- Ensures a candidate has had appropriate opportunities to practise using the access arrangement(s) before his/her first examination
- Ensures facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangement(s)
- Ensures cover sheets are completed as required by facilitators
- 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
- 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 pre-cursor to external assessments.

Exams or tests taking place in the classroom environment**SENCo Line Manager/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
- Provide the SENCo with internal exam timetable to ensure arrangements are put in place when required

Formal Internal Exams**Exams Officer**

- Provides the SENCo Line Manager/SENCo with the formal internal exam timetable
- Liaises with the SENCo Line Manager/SENCo to implement the approved access arrangements for a candidate(s)
- Provides the SENCo Line Manager/SENCO with a detailed plan for each exam ensuring all candidates access arrangements are fully catered for
- Ensures exams are conducted in-line with current JCQ and awarding body regulations and guidance

SENCo Line Manager/SENCo

- Liaises with the Exams Officer to ensure candidates receive the appropriate access arrangements
- Provides appropriate facilitators for each exam

Teaching Staff

- Arrange for modified exam materials and any other modified equipment/materials to be provided for each candidate.
 - Ensures all modified exam materials and any other modified equipment/materials are sent to the Exams Officer at least two days prior to the exam session
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Example of candidate need(s)	Arrangements explored	Centre actions
A medical condition which prevents the candidate from taking exams in the centre	Alternative site for the conduct of examinations Supervised rest breaks	<p>SENCo Line Manager/SENCo gathers evidence to support the need for the candidate to take exams at home Deputy Head Teacher provides written statement for file to confirm the need Approval confirmed by SENCo Line Manager/SENCo; AAO approval for both arrangements not required Deputy Head Teacher discussion with candidate to confirm the arrangements should be put in place EO submits 'Alternative site form' for timetabled written exams to awarding body/bodies online using CAP An on-line submission must only be made for timetabled written examinations EO provides candidate with exam timetable and JCQ information for candidates Senior Leader/EO confirms with candidate the information is understood Senior Leader/EO with candidate that prior to each exam will call to confirm fitness to take exam EO allocates invigilator(s) to candidate's timetable; confirms time of collection of exam papers and materials Invigilator monitors candidate's condition for each exam and records any issues on incident log Invigilator records rest breaks (time and duration) on incident log and confirms set time given for exam Invigilator briefs EO after each exam on how candidate's performance in exam may have been affected by his/her condition EO discusses with pastoral head if candidate is eligible for special consideration (candidate present but disadvantaged) Deputy Head Teacher approves the documentation and supporting evidence and completes the Special Considerations Approval Form – see the Special Considerations policy EO processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence EO informs candidate that special consideration has been requested</p>
Persistent and significant difficulties in accessing written text	Reader/computer reader 25% Extra time Separate invigilation within the centre	<p>Confirms candidate is disabled within the meaning of the Equality Act 2010 Papers checked for those testing reading Computer reader/examination reading pen sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded A short concise file note produced on centre headed paper, signed and dated kept on file, confirming the nature of the candidate's impairment and that the use of a computer reader and/or a reader reflects his/her normal and current way of working within the centre (25% Extra time - Form 8 completed as appropriate) Supporting evidence, AAO approval and signed candidate personal data consent form kept on file</p>
Significant difficulty in concentrating	Prompter Separate invigilation within the centre	<p>Gathers evidence to support substantial and long term adverse impairment Confirms with candidate how and when they will be prompted 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)</p>
A wheelchair user	Desk Rooms Facilities Seating arrangements Practical assistant	<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 Provides height adjustable desk in exam room Allocates exam room on ground floor near adapted bathroom facilities</p>

		<i>Spaces desks to allow wheelchair access Seats candidate near exam room door Confirms arrangements in place to assist the candidate in case of emergency evacuation of the exam room 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</i>
Anxiety Attack	Seating arrangements	<i>EO/DHT/SL/LI to re-assure candidate Candidate given a supervised rest break to calm down with a view to returning to the exam room to complete the exam A specifically allocated desk provided in the main exam room (normally at the front or the rear of the main exam room – whichever the candidate prefers) Only if all other avenues are exhausted. Supervise the candidate until an individual room and an invigilator is available.</i>

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.