

# David Nieper Education Trust



## Exams Disability Policy 2022-2023

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**This policy is reviewed annually and approved by  
Dr Kathryn Hobbs, Headteacher, Head of Centre  
Date of next review – September 2023**

# DAVID NIEPER ACADEMY

## INTRODUCTION

This policy aims to ensure that every student who has additional needs will be supported through every examination series, this ensures that there is equality of opportunity.

## OVERVIEW

The Equality Act 2010 extends the application of the Equality Act to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

## PROCEDURES

All exam rooms are accessible, chairs are available when queuing outside when required.

There is an appropriate toilet near or in all of these areas.

Emergency evacuation procedures are appropriate for all candidates and risk assessments are carried out as appropriate prior to the examination series.

All areas have had internal risk assessments carried out.

If any candidate needs to take regular medication, invigilators will make this possible.

The Exams Officer should be notified if there are any exceptional health issues.

Any specialised equipment will be provided, and an appropriate examination area selected.

Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate.

Recruitment of invigilators will follow normal school policy with regards to disabled applicants.

All invigilators will either receive group training including disability issues or will work alongside an experienced invigilator.

The SENCO will make the Exams Officer aware of any issues concerning individuals in the main exam rooms.

The SENCO/Exams Officer will take the lead in making access applications based on their close knowledge of the needs of students under their care. They will produce a list of students.

## The Equality Act 2010

The school is fully accessible to any disabled candidate:

There is a level main entry and ramps/lifts throughout the school.

All examination rooms are on the ground level.

There are toilets suitable for disabled people.

The Emergency evacuation route has a level exit.

Examinations Officer and invigilators are responsible for providing chairs for queuing disabled candidates.

Examinations Officer is responsible for a suitable seating arrangement for disabled candidates. Caretakers are responsible for providing a suitable table for disabled candidates.

Examination Officer, SENCO and Heads of Faculty/ Department will provide evidence to support an application for access arrangements and ensure that appropriate arrangements and facilities are made available which meet the requirements of any candidate with a disability. They include:

Modified test papers (enlarged print, Braille, transcripts for hearing impaired candidates, etc).

Up to 25% extra time.

A reader or scribe.

Supervised rest breaks.

Different coloured scripts.

Use of bilingual dictionary.

A prompter.

Use of a computer or other technology.

Use of an individual room.

