



GUILSBOROUGH ACADEMY

DISABILITY POLICY (Exams)

Policy Name	Disability Policy (Exams)
Policy Owner	SENCo and Examination Officer
Committee	Standards and Curriculum
Statutory	No
Authorisation	Principal

Date Ratified	Review Date
September 2025	September 2026



Version	Date	Author	Changes

Legislative Guidance

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Linked Policies

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Purpose of the policy

This policy aims to ensure that every student who has additional needs will be supported through the examination series, and this ensures that there is equality of opportunity as defined under the terms of the Equality Act 2010. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. (JCQ Regulations for approved centres, page 18)

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 defining staff roles and responsibilities in relation to;

- identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (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 by the JCQ publication Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments (Definitions page 14, chapter 1 section 1.3).

Identifying the need for access arrangements: Roles and responsibilities

Head of Centre and Senior Leaders: are familiar with the contents of relevant annually updated JCQ publications.

- Appoint a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.
- Ensures an appropriately qualified access arrangement assessor is appointed and obtains and retains on file evidence that the assessor's qualifications meet the requirements specified in the JCQ General Regulations for Approved Centres. (Ideally the SENCo will be the assessor.)

SENCo: has full knowledge and understanding of the JCQ publications and refers to and directs staff to them as appropriate.

- Ensures the quality of access arrangement process within the centre.
- Ensures that the assessment policy is correctly administered according to JCQ requirements.
- Ensures a statement is provided which details the criteria the centre uses to award and allocate word processors in exams.
- Leads on the access arrangements process to facilitate access for candidates
- Ensures arrangements put in place for exams/assessments reflect a candidate's normal way of working within the centre.
- Ensures the need for access arrangements for a candidate will be considered on a subject-by-subject basis
- Works with teaching staff, relevant support staff and the exam manager to ensure centre-delegated and awarding body approved access arrangements are put in place for candidates taking internal and external exams/assessments.



- Conducts appropriate assessments to identify the needs of a candidate.
- Provides appropriate evidence to confirm the needs of a candidate.
- Completes appropriate documentation as required by the JCQ and awarding body regulations.

Teaching staff:

- Inform the SENCo of any support that may be needed.

Specialist Assessor of candidates:

- Has detailed knowledge of the JCQ Publication Access arrangements and Reasonable Adjustments.

Requesting Access Arrangements: Roles and responsibilities:

SEnCo:

- Determines if the arrangements for a candidate require prior approval from the awarding body before the arrangements are put into place or if approval is centre delegated.
- Follows guidance on AA to process approval applications for access arrangements.
- Uses access arrangements online where applicable (or through individual exam boards)
- Ensures a portfolio of evidence is held on file to support the application and proof of the candidate's normal way of working.
- Ensures a completed and signed copy of Form 8 is held on file.
- Ensures the names of assessors are entered into AAO and PAAO to confirm their status.
- Confirms that, prior to submitting the application, the 'malpractice consequence statement' has been read and understood and accepted.
- Makes an awarding body referral through AAO/PAAO where the original application is declined.
- Ensures that arrangements and approvals are in place before a candidate takes the first exam or assessment.
- Makes sure that awarding body deadlines are met.
- Keeps on file a copy file of evidence for each candidate that will include all appropriate evidence.
- Prior to each examination series provides the Exam Manager with adequate advance notice of candidates who require access arrangements and the type of access arrangement they require
- Organise suitable scribes, readers, reading pens, laptops etc required for access arrangements.

Exam Officer:

- Is familiar with the annually updated JCQ AA publication where this may be relevant to the EO role.
- Follows guidance on AA to process approval applications for access arrangements if the SENCo is unavailable to do so (for example an emergency application for a candidate who arrives for a morning exam with a writing arm injury they sustained after school yesterday).
- For each exam series provide the SENCO with adequate advance notice of deadline for providing the Exam Officer with details of which candidates require access arrangements and the type of access arrangement they require candidates' access arrangements
- Organise suitable rooming and invigilation for access arrangement candidates.



Give the SENCo adequate advance notice of deadlines for applying for access arrangement approvals and modified papers deadlines for each examination series.

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 ICE

Head of Centre

Supports the SENCo and the Exam Officer in ensuring appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates in an examination.

SENCO

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

Exam Officer

Understands and follows instructions for candidates with access arrangements in ICE.

Internal assessments

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

SENCo: liaises with teaching staff to implement appropriate access arrangements for candidates.

Teaching staff: liaise with the SENCo to ensure appropriate access arrangements for candidates are in place.

Internal exams (PPE)

Exams set and marked by the Centre, in advance of the external exams.

SENCo: Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates.

Teaching staff: liaise with the SENCo to ensure appropriate access arrangements for candidates are in place.

Facilitating access arrangements (for example)

Type of Disability or Disadvantage	Procedure
A medical condition which prevents a candidate from taking exams in the centre	SENCo gathers evidence to support the application for home invigilation. Applies through AAO for alternative site arrangement. Exam timetable agreed and invigilators allocated Invigilator to monitor candidates' condition and record any issues on exam log
Wheelchair user Candidate of Invigilator	Schedule exams for wheelchair users in rooms on the ground floor and ideally in A Block



	<p>Candidates in a wheelchair will be seated away from the school hall or the gym</p> <p>There are disabled toilets available in A Block</p> <p>There are ramps for the evacuation routes in A Block</p>
Use of crutches for a broken leg (for example)	<p>The candidate is responsible for identifying him/herself to the SENCo and Exam Officer.</p> <p>Appropriate arrangements will be made appropriate to the individual candidate and circumstances which may include a separate or smaller exam room</p>
Broken arm or collar bone (for example)	<p>The candidate is responsible for identifying him/herself to the SENCo and Exam Officer.</p> <p>Appropriate arrangements will be made appropriate to the individual candidate and circumstances which may include the use of a word processor or a scribe</p>
Student feeling unwell on the day of an exam	<p>The candidate is responsible for identifying him/herself to the SENCo and Exam Officer.</p> <p>Appropriate arrangements will be made applicable to the individual candidate and circumstances</p>
Persistent and significant difficulties in accessing written text	<p>Consider: reader/computer reader</p> <p>Additional time</p> <p>Separate invigilation within the centre</p> <p>Original Form 8 to be kept on file with supporting evidence and printed approval from AAO together with signed data protection notice</p>
<p>Disabilities which may include</p> <p>Visual disability</p> <p>Hearing disability</p> <p>Any learning disability</p> <p>Long term illness or fatigue</p> <p>Anxiety or mental health issues</p> <p>Any other condition which is not listed above</p>	<p>The SENCO will process an application for access arrangements in accordance with examination board regulations in advance of the deadline.</p> <p>Department heads will assist in providing evidence to support an application for access arrangements</p>
Long term illness or disability	<p>In some circumstances it may be appropriate for the SENCo to arrange alternative accommodation for a candidate to sit examinations away from the centre.</p> <p>This will be in accordance with the JCQ requirements and will be arranged in advance of the exams most probably by liaising with the appropriate bodies.</p>