

Exams Disability Access Policy

Updated	November 2017
Status	Non-statutory Delegated to the Headteacher Updated annually
Review	November 2018



The Exams Disability Access Policy will fall in line with JCQ/CIE guidelines and the school's disability plan.

The Disability Access Policy will ensure:

- It will recruit with integrity with regard to both general and vocational qualifications;
- Learners will receive professional advice on selected qualifications which will meet their needs;
- Learners with learning difficulties will be assessed by a qualified Specialist Assessor (Level 7) and the centre will make access arrangements in accordance to JCQ/CIE/DFE's Access Arrangements and Reasonable Adjustments Regulations;
- Learners will receive the appropriate support in order to facilitate access to exam/assessments.

Procedure for Access Arrangements:

1. Carry out initial assessments on learners with learning disabilities and physical disabilities;
2. Based upon learner needs, a specialist Assessor/SENCo to complete JCQ/CIE/DFE's Application for Access Arrangements with Exams Officer;
3. Once Approved Exams Officer to record data and hold evidence together with Data Protection Notices and Form 8 ready for JCQ inspections;
4. The Special Assessor/SENCo and Exams Officer assist awarding bodies in the discharge of their duty to make sure reasonable adjustments are carried out;
5. All data for Access Arrangements must be available at the venue of exam;
6. The Exams Officer will ensure all requests for modified papers are made before the due date;
7. Under the Equality Act 2010, The Specialist Assessor/SENCo and Exams Officer will ensure disabled candidates have suitable access to learning and exams;
8. External pupils requesting Access Arrangements must have a valid Form 8. To fall in line with the Equality Act 2010 should an External Candidate request Access Arrangements/Reasonable Adjustments, external costs will be applied so that the process can be undertaken;
9. All valid Form 8, Data Protection Documents and Assessment materials will be available on inspection by JCQ.