

# **BLESSED ROBERT SUTTON CATHOLIC VOLUNTARY ACADEMY**



## **Equalities Policy Exams 2022/2023**

This policy is reviewed annually to ensure compliance with current regulations

## Purpose of this 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, ensuring compliance with all aspects of the Equality Act 2010<sup>†</sup>, 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; <sup>†</sup>or 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, section 5.4) This publication is further referred to in this policy as [GR](#)

The 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 (access arrangements)
- requesting access arrangements
- implementing access arrangements and the conduct of exams
- good practice in relation to the Equality Act 2010

## Disability 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 2022-2023

This publication is further referred to in this policy as [AA](#)

## Identifying the need for access arrangements

### Roles and responsibilities

Head of centre/Headteacher

- is familiar with the contents, refers to and directs relevant centre staff to the annually updated JCQ publications including general regulations and access arrangements

Senior Leadership Team

- are familiar with the contents of the annually updated JCQ publications including general regulations and access arrangements

SENCo

- has full knowledge and understanding of the contents, refers to and directs relevant centre staff to the annually updated JCQ publications including general regulations and access arrangements



**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
- will be an appropriately qualified access arrangements assessor/psychologist/specialist assessor

### **Subject Leaders, Teachers and Teaching Assistants**

- inform the SENCo of any support that might be needed by a candidate
- provide comments/observations to support the SENCo to “paint a holistic picture of need” confirming the normal way of working for a candidate.

## **Requesting access arrangements**

### **Roles and responsibilities**

#### SEnCo

- 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

#### Exams Officer

- is familiar with the entire contents of the annually updated JCQ publications including general regulations and access arrangements and is aware of information contained in access arrangements which may be relevant to the Exams Officer role

## **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)*.

#### The Head of the Centre

- supports the SENCO, the Exams Officer and all relevant centre staff in ensuring appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

#### 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 (unless a temporary emergency arrangement is required at the time of an exam)

#### Exams Officer

- understands and follows instructions for Invigilation arrangements for candidates with access arrangements and follows ICE 2022-2023

#### Other relevant centre staff



- support the SENCO and the exams officer to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

### **Roles and responsibilities – internal assessments**

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

#### **SENCo**

- liaises with teaching staff to implement appropriate access arrangements for candidates

#### **Teaching staff**

- support the SENCO in implementing appropriate access arrangements for candidates

### **Roles and responsibilities – internal exams**

These are exams or tests which are set and marked within the centre, normally a pre-cursor to external assessments

#### **SENCo**

- liaises with teaching staff to implement appropriate access arrangements for candidates

#### **Teaching staff**

- support the SENCO in implementing appropriate access arrangements for candidates

### **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 will be given to:

- adapting assessment arrangements
- adapting assessment materials
- the provision of specialist equipment or adaptation of standard equipment
- adaption of the physical environment for access purposes



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:

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	<i>SEnCo gathers evidence to support the need for the candidate to take exams at home/hospital/transfer to another centre</i>
	Supervised rest breaks	<p><i>Pastoral head provides written statement for file to confirm the need</i></p> <p><i>Approval confirmed by SEnCo; AAO approval for both arrangements not required</i></p> <p><i>EO submits "Alternative site form" to awarding bodies online using CAP</i></p> <p><i>Pastoral head discussion with candidate to confirm the arrangements should be put in place</i></p> <p><i>EO provides candidate with exam timetable and JCQ information for candidates</i></p> <p><i>Pastoral head confirms with candidate the information is understood</i></p> <p><i>Pastoral head agrees with candidate that prior to each exam will call to confirm fitness to take exam</i></p> <p><i>EO allocates invigilator(s) to candidate's timetable; confirms time of collection of exam papers and materials</i></p> <p><i>Invigilator monitors candidate's condition for each exam and records any issues on incident log</i></p> <p><i>Invigilator records rest breaks (time and duration) on incident log and confirms set time given for exam</i></p> <p><i>Invigilator briefs EO after each exam on how candidate's performance in exam may have been affected by his/her condition</i></p> <p><i>EO discusses with pastoral head if candidate is eligible for special consideration (candidate present but disadvantaged)</i></p> <p><i>EO processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence</i></p> <p><i>Pastoral head informs candidate that special consideration has been requested</i></p>

*Continued ....*



Persistent and significant difficulties in accessing written text	<p>Reader/computer reader</p> <p>25% Extra time</p> <p>Separate invigilation within the centre</p> <p>Rest breaks</p> <p>Scribe</p>	<p><i>Confirms candidate is disabled within the meaning of the Equality Act 2010</i></p> <p><i>Papers checked for those testing reading</i></p> <p><i>Computer reader/reading pen sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded</i></p> <p><i>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)</i></p> <p><i>Supporting evidence, AAO approval and signed candidate personal data consent form kept on file</i></p>
Significant difficulty in concentrating	<p>Prompter</p> <p>Separate invigilation within the centre</p> <p>Rest breaks</p>	<p><i>Gathers evidence to support substantial and long term adverse impairment</i></p> <p><i>Confirms with candidate how and when they will be prompted</i></p> <p><i>Briefs invigilator to monitor candidate and the method of prompting (go over to the candidate to bring his /her attention back to the paper - confirms requirement for separate room)</i></p>
A wheelchair user	<p>Desk/Chair</p> <p>Rooms</p> <p>Facilities</p> <p>Seating arrangements</p> <p>Practical assistant</p> <p>Rest breaks</p>	<p><i>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</i></p> <p><i>Provides height adjustable desk in exam room</i></p> <p><i>Allocates exam room on ground floor near adapted bathroom facilities</i></p> <p><i>Space desks to allow wheelchair access</i></p> <p><i>Seats candidate near exam room door</i></p> <p><i>Confirms arrangements in place to assist the candidate in case of emergency evacuation of the exam room</i></p> <p><i>Practical assistant cover sheet printed from AAO; to be completed by facilitator and securely attached to candidate's work where this may be applicable to the assessment</i></p>





Blessed Robert Sutton Catholic Sports College