



# The Market Weighton School

## Equality Policy (Exams)

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## 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, as defined under the terms of the Equality Act 2010. 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 for 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; 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*

**This publication is further referred to in this policy as 'GR'**

This policy details how TMWS 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 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 in the JCQ publication *Adjustments for candidates with disabilities and learning difficulties* Access Arrangements and Reasonable Adjustments (**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 a appropriately qualified assessor(s) is appointed and that evidence of the qualification(s) or the person(s) is held on file

#### **Senior Leader(s)**

- Are familiar with the entire contents of the annually updated JCQ publications including GR and AA
- Ensures a appropriately qualified assessor(s) is appointed and that evidence of the qualification(s) of the person(s) appointed is held on file
- Ensures the quality of the access arrangements process within the centre

- Ensures the assessments process is administered in accordance with the regulations

### **Special educational needs coordinator (SenCo)/Additional learning support (ALS)**

- 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 are clearly defined and documented
- Leads on the access arrangements process to facilitate access for candidates
- Reviews and ensures that the full supporting evidence is in place before an online application is processed to ensure the candidate meets the published criteria
- Holds all supporting evidence and presents such evidence to a JCQ inspector upon request
- Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance
- 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
- Presents when requested by a JCQ Centre Inspector, evidence of the assessors' qualification
- Works with teaching staff, relevant 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
- Provide information to evidence the normal way of working of a candidate
- Conducts appropriate assessments to identify the need(s) of a candidate
- Provides appropriate evidence to confirm the need(s) of a candidate
- Conducts appropriate assessments to identify the need(s) of a candidate
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body
- Has detailed understanding of the current JCQ publications AA

### **Teaching Staff**

- Inform the SenCo/ALS of any support that might be needed by a candidate
- Support the SenCo in determining the need for and implementing access arrangements

### **Teaching Assistants**

- (Where appropriate) provide comments/observations to support the SenCo/ALS to 'paint a holistic picture of need', confirming normal way of working for a candidate

### **Exams Officer**

- Ensures a policy demonstrating the centre's compliance with relevant legislation is in place
- Leads on the access arrangements process to facilitate access for candidates
- If not the appropriately qualified assessor, works with the person/persons appointed, on all matters relating to assessing candidates and the administration of the assessment process
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body

- Ensures that where approval is required the application is processed on time and no later than the awarding body's published deadline
- Ensures, along with the Senco that the agreed arrangements are in place before the candidates first examination, including mocks

### **Assessor of candidates with learning difficulties**

- (An assessor of candidates with learning difficulties will be an appropriately qualified access arrangements assessor)
- Has detailed understanding of the JCQ publication AA

### **Use of word processors**

*“Centres are allowed to provide a word processor (e.g. computer, laptop or tablet) with the spelling and grammar check/predictive text disabled to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic braille or a tablet.” [ICE 14.20]*

The Market Weighton Schools word processor policy can be found in the Staff central resources drive under 'policies'

### **Requesting Access Arrangements**

#### **Roles and responsibilities**

##### **SenCo and Exams Officer**

- 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
- To comply with the UK GDPR and the Data Protection Act 2018, ensures relevant candidates are informed that an application for access arrangement will be processed using *Access Arrangements online*
- Follows guidance in AA Chapter 8 to process approval applications for access arrangements for GCSE qualifications
- Assists the Exams Officer in applying 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 where Form 8 is required to be completed, the original is signed (and electronic signature is permissible) and dated as required prior to approval being sought and that the original form is provided for processing and inspection purposes (this may be a hard copy paper version or an electronic version)
- 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)
- Ensures that arrangements, and approval where required, are in place before a candidate takes his/her first examination or assessment (which is externally assessed or internally assessed/externally moderated)
- Ensures that where approval is required that this is applied for by the awarding body deadline

- Maintains a (hard copy or electronic file/e-folder for each candidate 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 print out of the AAO approval and a signed data protection notice (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 of access arrangements candidates 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
- Ensures 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 examination where the centre is permitted to modify a timetabled written component examination paper (copy on coloured paper, enlarge to A3 or copy to single sided print)
- As may be applicable in relation to the use of coloured paper, explores alternative ways of working such as the use of a coloured overlay
- 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 examination series, where these may be required for a candidate
- 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

## **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)

#### **Head of centre**

- 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
- Appoints appropriate centre staff as facilitators to support candidates (practical assistant, prompter, Oral Language Modifier, reader, scribe or Sign Language Interpreter)
- Ensures facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangement(s)

#### **SenCo and Exams Officer**

- 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 and ensures the candidate understands what will happen at examination time
- Ensures that any arrangements put in place do not unfairly disadvantage or advantage disabled candidates
- Ensures exam information (JCA information for candidates' documents, individual examination timetable etc.) is adapted where this may be required for a disabled candidate to access it
- 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
- 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 examinations
- Ensures cover sheets, where these are required by the arrangement are completed as required by facilitators
- 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
- Liaises with centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams
- 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 and invigilators are made aware of the arrangements awarded and invigilators informed of those candidates with access arrangements are made aware of the access arrangement(s) awarded
- Ensures invigilators are briefed prior to each examination session of the arrangements in place for a disabled candidate in their examination room
- Checks in advance of dated examinations/assessment 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 onto PDF format where a candidate is approved the use of a computer reader) that may be required and where approved, opens the exam question paper packet in the secure room no earlier than 90 minutes prior to the published start time of the examination
- 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 bodies 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
- Appoint appropriate centre staff as facilitators to support candidates (Practical Assistant, Prompter, Oral Language Modifier, Reader, Scribe or Communication Professional)
- Ensures that the facilitator only has access to the papers one hour prior to the published start time of the examination
- 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
- Prints pre-populated cover sheets from AAO where this is required for GCSE qualifications
- Has a process in place to deal with emergency (temporary) access arrangements as they arise at the time of examinations 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
- 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
- Understands and follows instructions *for Invigilation arrangements for candidates with access arrangements and Access arrangements* in [ICE](#)

#### **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
- Staff responsible for IT or other specialist equipment that may need to be provided or adapted for a candidate
- Site staff responsible for rooms and non-specialist equipment (chairs, tables, clocks etc.) used for examinations that may need to be adapted for a candidate
- Senior staff responsible for the center'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 examination room is evacuated

#### **Internal assessments**

These are non-examination assessments (NEA) which are normally set by a centre/awarding body, marked and internally moderated 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'." – Quote taken from the JCQ publication [Instructions for conducting non-examination assessments](#).

#### **SenCo and Exams Officer**

- Liaises with teaching staff to implement appropriate access arrangements for candidates
- Ensures centre-delegated and awarding body approved arrangements are in place prior to a candidate taking their first formal supervised assessment

- Ensures facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangement(s)
- Liaises with the teacher where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of their first formal supervised assessment
- Ensures candidates are aware of the access arrangements that are in place for their assessments
- Ensures cover sheets are completed as required by facilitators
- Ensure that assessment schedules have the appropriate access arrangements put in place when required
- Ensure that assessment materials are modified for a candidate (if appropriate)
- Ensures a candidate has had appropriate opportunities to practice using the access arrangement(s) before their first examination

### **Teaching Staff**

- Support the SenCo/Exams Officer in implementing appropriate access arrangements for candidates
- Ensures a candidate has had appropriate opportunities to practice using the access arrangement(s) before their first examination

### **Internal Exams**

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

### **SenCo and Exams Officer**

- Liaises with teaching staff to implement appropriate access arrangements for candidates
- Provide examination materials that may need to be modified for a candidate

### **Teaching Staff**

- Support the SenCo/Exams Officer in implementing appropriate access arrangements for candidates

### **Facilitating Access – Examples**

The following information confirms the center'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 adaption of standard equipment
- Adaption 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.

<b>Example of candidate need(s)</b>	<b>Arrangements explored</b>	<b>Centre actions</b>
<p>A medical condition which prevents the candidate from taking exams in the centre</p>	<p>Alternative site for the conduct of examinations</p> <p>Supervised rest breaks</p>	<p>SenCo gathers evidence to support the need for the candidate to take exams at home</p> <p>Pastoral head provides written statement for file to confirm the need</p> <p>Approval confirmed by SenCo; AAO approval for both arrangements not required</p> <p>Pastoral head discussion with candidate to confirm the arrangements should be put in place</p> <p>EO submits 'Alternative site form' for timetabled written exams to awarding body/bodies online through CAP</p> <p>An on-line submission must only be made for timetabled written examinations in the following qualifications...</p> <p>EO provides candidate with exam timetable and JCQ information for candidates</p> <p>Pastoral head confirms with candidate the information is understood</p> <p>Pastoral head agrees with candidate that prior to each exam will call to confirm fitness to take exam</p> <p>EO allocates invigilator(s) to candidate's timetable; confirms time of collection of exam papers and materials</p> <p>Invigilator monitors candidate's condition for each exam and records any issues on incident log</p> <p>Invigilator records rest breaks (time and duration) on incident log and confirms set time given for exam</p> <p>Invigilator briefs EO after each exam on how candidate's performance in exam may have been affected by his/her condition</p> <p>EO discusses with pastoral head if candidate is eligible for special consideration (candidate present but disadvantaged)</p> <p>EO processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence</p>

		Pastoral head informs candidate that special consideration has been requested
Persistent and significant difficulties in accessing written text	Reader/computer reader 25% Extra time Separate invigilation within the centre	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 Candidate informed that an application for access arrangements will be processed using <i>Access arrangements online</i> (25% Extra time - Form 8 completed as appropriate) Supporting evidence, AAO approval and signed candidate personal data consent form kept on file
Significant difficulty in concentrating	Prompter Separate invigilation within the centre	Gathers evidence to support substantial and long term adverse impairment Confirms with candidate how and when they will be prompted Candidate informed that an application for access arrangements will be processed using <i>Access arrangements online</i> 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)
A wheelchair user	Desk Rooms Facilities Seating arrangements Practical assistant	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 Spaces desks to allow wheelchair access Seats candidate near exam room door

		<p>Confirms arrangements in place to assist the candidate in case of emergency evacuation of the exam room</p> <p>Candidate informed that an application for access arrangements will be processed using <i>Access arrangements online</i></p> <p>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</p>
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