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Committee: Curriculum

Approved by Governors: September 2018

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Legally Required Policy

Review Frequency – Annual

Birchwood High School
Equality of Access (Exams) Policy

Exam policy – Equality of Access (formerly the Disability Discrimination Act (DDA)), special needs and access arrangements

1. DDA

The Disability Discrimination Act 2005 extended the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

2. Special needs

A candidate's special needs requirements are determined by the SENCO and their team.

The SENCO/delegated LSA will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO/Assistant or LSA can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

3. Access arrangements

All students with a physical disability have their individual needs assessed in advance and arrangements are put into place and shared with the student to ensure they have full access to all examinations.

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO/Exams Assistant and the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Exams Officer in consultation with the SENCO/Exams Assistant.

Please see the following policies for further information:

- Access Arrangements Policy
- Disability Policy (Exams)
- Word Processor (Exams) Policy
- Accessibility Policy

Mrs Lee Bothwell
Exams Officer
Updated: Spring 2018