



## Friends' School Lisburn Examinations Disability Policy

### Introduction

The Equality Act 2010 extends to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. The aim of the policy is to ensure that every candidate who has additional needs will be supported during examinations and that there will be equality of opportunity. The policy is underpinned by JCQ regulations\*.

### Examinations Officer

- The Examinations Officer will oversee the allocation of rooms and will ensure that appropriate provision is made for all candidates (see below)
- The Examinations Officer will note any exceptional health issues and will oversee the provision of specialised equipment, as required.
- The Examinations Officer will include disability issues in the initial briefing of invigilators.

### Examination Rooms

- All exam rooms will be accessible.
- Chairs will be available when candidates are required to wait in corridors before entering examination rooms.
- There will be an appropriate toilet in the vicinity of all examination rooms.
- Emergency evacuation procedures will be appropriate for all candidates, and risk assessments will be carried out as appropriate prior to the examination series.

### SENCO

- The SENCO will oversee access applications based on her knowledge of the needs of pupils on the SEN register, and will produce a list of the pupils involved, together with their access arrangements. This list will be available in examination rooms.
- The SENCO will make the Examinations Officer aware of any issues concerning candidates sitting public examinations.

### Invigilators

- Recruitment of invigilators will follow normal school policy with regards to disabled applicants.
- Invigilators will be briefed if a candidate needs to take regular medication, and will implement appropriate arrangements.
- Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate, and will act accordingly.

### Complaints and concerns

Complaints and concerns made by candidates with disabilities, or on their behalf, should be referred in the first instance to the Examinations Officer who will investigate as appropriate.

### Review

The policy will be reviewed each year and will be amended as necessary in light of any incidents that have occurred during the previous examination series.

\* <https://www.jcq.org.uk/exams-office/general-regulations/>