



Exams Disability Policy

Key Document Details	
Owner	M. Daly
Created	December 2021
Reviewed	May 2025
Next review	April 2026
Approval by Principal: Matthew Reynolds	
Approved by Governors	Date: 10.6.25

THE PRESCOT SCHOOL EXAMS DISABILITY POLICY

INTRODUCTION

This policy aims to ensure that every student who has additional needs will be supported through every examination series, this ensures that there is equality of opportunity.

OVERVIEW

The Equality Act 2010 extends the application of the Equality Act to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

PROCEDURES

- All exam rooms are accessible, chairs are available when queuing outside when required.
- There is an appropriate toilet near or in all of these areas.
- Emergency evacuation procedures are appropriate for all candidates and risk assessments are carried out as appropriate prior to the examination series.
- All areas have had internal risk assessments carried out.
- If any candidate needs to take regular medication, invigilators will make this possible.
- The Exams Officer should be notified if there are any exceptional health issues.
- Any specialised equipment will be provided and an appropriate examination area selected.
- Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate.
- Recruitment of invigilators will follow normal school policy with regards to disabled applicants.
- All invigilators will either receive group training including disability issues or will work alongside an experienced invigilator.
- The SENDCO will make the Exams Officer aware of any issues concerning individuals in the main exam rooms.
- The SENDCO/Exams Officer will take the lead in making access applications based on their close knowledge of the needs of students under their care. They will produce a list the students involved together with their concessions and this list will be available in all exam rooms in the files.
- Any complaints made by candidates with disabilities should be directed in the first instance to the Examinations Officer who will initiate an enquiry.

REVIEW

The Reviewing of this policy will take place at the start of each academic year. The schools reaction response to any policy will be evaluated and any amendments to this policy made as appropriate.

APPENDIX

- **Refer to any examination board inspectors report to inform future practice**
- **Refer to JCQ General Regulations for Approved Centres booklet**
- **The Equality Act 2010**



The Equality Act 2010

The Prescot School is fully accessible to any disabled candidate:

- There is a level main entry and ramps/lifts throughout the school.
- All examination rooms are on the ground level.
- There are toilets suitable for disabled people.
- The Emergency evacuation route has a level exit.
- Examinations Officer and invigilators are responsible for providing chairs for queuing disabled candidates.
- Examinations Officer is responsible for a suitable seating arrangement for disabled candidates.
- Caretakers are responsible for providing a suitable table for disabled candidates.
- Examination Officer, SENCO and Heads of Faculty/ Department will provide evidence to support an application for access arrangements and ensure that appropriate arrangements and facilities are made available which meet the requirements of any candidate with a disability. They include:
 - Modified test papers (enlarged print, Braille, transcripts for hearing impaired candidates, etc).
 - Up to 25% extra time.
 - A reader or scribe.
 - Supervised rest breaks.
 - Different coloured scripts.
 - Use of bilingual dictionary.
 - A prompter.
 - Use of a computer or other technology.
 - Use of an individual room.

Any invigilator who would have to supervise a disabled candidate would be made aware of sensitive issues of learning support needs of the candidate, issues of language and communication with him/her.