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## EXAMINATIONS – EQUALITIES POLICY

### **The 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 (**Definitions** section). This publication is further referred to in this policy as AARA.

### **Access Arrangements**

Please refer to the Access Arrangements Policy on the school website

Understands and follows instructions for invigilation arrangements for candidates with access arrangements in ICE

Ensures a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for them, and ensures the candidate understands what will happen at exam time

Ensures exam information (JCQ information for candidates documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it

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 exams

Appoints appropriate centre staff as facilitators to support candidates (practical assistant, prompter, Language Modifier, reader, scribe or Communication Professional)

Ensures facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangement(s)

Ensures a record of the content of training given to those facilitating an access arrangement for a candidate under examination conditions is kept and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later



Support the Head of Learning Support in implementing appropriate access arrangements for candidates

Liaise with the Head of Learning Support regarding assessment materials that may need to be modified for a candidate

Head of Examinations  
October 2023  
To be reviewed October 2024