



# Trinity High School

## & SIXTH FORM CENTRE

An Independent State Funded Academy

## EXAM DISABILITY POLICY

To be read in conjunction with the following policies:

- Equality Policy
- SEN Policy
- Accessibility Plan

Reviewed:

Oct 2018

Interim review:

Oct 2020

Adopted by Governing Body

29 Jan 2019

Review date:

Oct 2022

Policy Responsibility:

Mr T Thomas

School Policy: available on website

Staff Policy: available on r-drive



## **EXAM DISABILITY/DISADVANTAGED POLICY**

The following policy relates to candidates during examinations and should be applied in addition to the following policies:

- **Equality Policy**
- **SEN Policy (which includes Access Arrangements)**
- **Accessibility Plan**

### **WHEELCHAIR USERS**

The main exam rooms (Hall and Gym) are on the ground floor of the school giving adequate access for wheelchair users.

### **USE OF CRUTCHES**

The main exam rooms (Hall and Gym) are on the ground floor of the school giving adequate access for wheelchair users. However, if a candidate such suffer injury during the examination period and had been timetabled for a different venue, we have a contingency of available exam venues on the ground floor to accommodate this.

### **BROKEN ARM/COLLARBONE/WRIST/FINGERS OR SIMILAR COMPLAINT**

As soon as the centre is aware of the injury, the candidate will be supplied with either a Scribe, Laptop and/or extra time for the exams, depending on the nature of the injury.

### **VISUAL IMPAIRMENT**

All exam rooms are well lit and candidates are sat at the front of the venues to give clear sight of the clock, etc. Candidates are also permitted to use coloured overlays and/or have examination scripts copied onto coloured paper. Testing by the school's SENCo is carried out prior to exam season to determine suitability.

### **HEARING IMPAIRMENT**

Candidates with hearing impairments are sat at the front of the venues.

### **LONG TERM ILLNESS OR DISABILITY**

Candidates with a long term illness or disability that makes travel to the centre difficult may sit their examinations at a Medical Facility or at home, with the permission of the individual exam boards.

### **LEARNING DISABILITIES**

Candidates are assessed in centre by the school SENCo and are permitted the use of a Scribe, Reader, Word Processor, rest breaks and/or extra time.

**GENERAL ILLNESS**

If a student is unwell during the exam season, (invigilation staff permitting) the centre will move the candidate to a smaller/separate room for the exams.

**SPECIAL CONSIDERATIONS**

If a candidate is disadvantaged before or during the Examination season, the school will refer to the JCQ guidance on Special Considerations. If applicable, an application will be made with the Examination Boards for Special Considerations. A record of this will be kept until after the deadline for enquiries.