



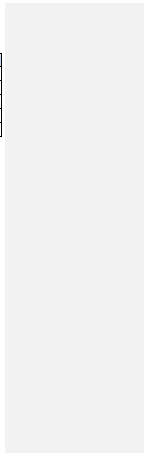
Equalities Policy (Exams)
2022/23

This policy is reviewed annually to ensure compliance with current regulations.

| | |
|--------------|----------|
| Approved by: | |
| Approved by: | |
| Approved by: | 1st 2022 |

Key staff involved in the policy

| Role | Name(s) |
|---------------------------|-----------------|
| Acting Director | Dr Helen Morgan |
| Senior Lecturer | Kirsty Clewley |
| Head of Centre | John Oliver |
| Secretary | Carole Reynolds |
| Public Engagement Officer | |



Contents

| | |
|---|----|
| Equality Policy (Exams) | 1 |
| Key staff involved in the policy | 2 |
| Contents | 3 |
| Purpose of the policy | 4 |
| Implementing access arrangements and the conduct of exams | 4 |
| The Equality Act 2010 definition of disability | 4 |
| Identifying the need for access arrangements | 4 |
| Roles and responsibilities | 4 |
| Use of word processors | 5 |
| Requesting access arrangements | 5 |
| Roles and responsibilities | 5 |
| Implementing access arrangements and the conduct of exams | 7 |
| Roles and responsibilities | 7 |
| External assessments | 7 |
| Internal assessments | 9 |
| Facilitating access - examples | 10 |

Purpose of the policy

This document is provided as an exam-specific supplement to the centre-wide equality/diversity/accessibility policies which already have the centre staff

- recognise its duties towards disabled candidates, **including private candidates**, ensuring compliance with all aspects of the Equality Act 2010, particularly section 20(7). This will include a duty to explain and provide access to suitable courses, through the access arrangements process, suitable applications for reasonable adjustments and other reasonable adjustments to the assessments to the extent the centre provides its usual services. Where the centre is unable to meet a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or act, for any legislation or a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect

2010 General Regulations for Approved Centres, section 5.4)

This policy details how the centre facilitates access to exams and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, by outlining staff roles and responsibilities in relation to:

- identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to in this policy as access arrangements)
- requesting access arrangements
- implementing access arrangements and the conduct of exams
- good practice in relation to the Equality Act 2010

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 **2019-2020**. This publication is further referred to in this policy as AA

Identifying the need for access arrangements

Role and responsibilities:

Head of centre

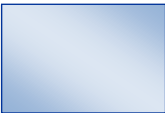
- is familiar with the entire contents, refers to and directs relevant centre staff to the annually updated JCQ publications including CI and AA
- Ensures the quality of the access arrangements process within the centre
- Ensures that staff responsible for the process of identifying, requesting and implementing access arrangements for all candidates ~~(including private candidates)~~ are clearly defined and documented
- Ensures an appropriate qualified assessor(s) is appointed, evidence of the assessor's qualification(s) is obtained before he/she assesses candidates and that evidence of the qualification(s) of the person(s) appointed is held on file
- Ensures the assessment process is administered in accordance with the regulations and that the correct procedures are followed as in Chapter 7 of AA
- Ensures a policy demonstrating the centre's compliance with relevant legislation is in place
- Supports the CENs in determining the need for and implementing access arrangements

Senior leader(s)

Are familiar with the entire contents of the annually updated JCQ publications including CI and AA

Additional learning support (ALS) lead/Special educational needs coordinator (SENCO)

- Has full knowledge and understanding of the contents, aims to and directs relevant centre staff to the annually updated JCQ publication AA
- Ensures a statement is provided which details the criteria the centre uses to award and allocate award processors for exams



- Leads on the access arrangements process to facilitate access for candidates
- Ensures that the access arrangements/reasonable adjustments approved allow the candidate to access the assessment, but do not result in the candidate gaining an unfair advantage
- Defines and documents roles, responsibilities and processes in identifying, requesting and implementing access arrangements
- Provides guidance on the use of word processors in exams and assessments
- If not the appropriately qualified assessor, works with the person/persons appointed, on all matters relating to assessing candidates and the administration of the assessment process
- Ensures the qualified assessor has access to the assessment objectives for the relevant specification/s candidate/s undertaking
- Ensures that all assessment centres and arrangements put in place comply with JCC and awarding body regulations and guidance
- Ensures arrangements put in place for assessments reflect a candidate's normal way of working within the centre
- Ensures the need for access arrangements for a candidate is considered as a subject by subject basis
- Presents where requested by a JCC Centre Inspector, evidence of the assessor's qualifications
- Works with teaching staff, relevant support staff and the exams officer to ensure centre designed and awarded body approved access arrangements are put in place for candidates taking internal and external examinations
- Provides information to evidence the normal way of working of a candidate
- Conducts appropriate assessments to identify the needs of a candidate
- Provides appropriate evidence to confirm the needs of a candidate
- Completes appropriate documentation as required by the regulations of JCC and the awarding body

Teaching staff

- Inform the ALC lead/SENCo of any support that might be needed by a candidate

Support staff (e.g. Learning Support Assistants, Teaching Assistants and Communication Support Workers)

- Where appropriate provide consistent observation to support the ALC lead/SENCo to gain a holistic picture of need, confirming normal way of working for a candidate

Assessor of candidates with hearing difficulties

The assessor of candidates with hearing difficulties will be an appropriately qualified access arrangements assessor/psychological/specialist SENCo

- Has detailed understanding of the JCC publication A4

Use of word processors

The Word Processing Policy is located on the K Drive on the school network and contains the statement written by Dr Harwood SENCo in Appendix 1)

It is a requirement of the Equality Act 2010 that a member of the centre's senior leadership team make provision a document to support a pupil with SEN to access the centre and to meet an individual need provision for examination. (p11, 12)

Requesting access arrangements

How and requirements

- ALC lead/SENCo
 - Determines if the arrangements identified for a candidate require prior approval from the awarding body before the arrangements are put in place or if approval is centre-delegated
 - Holds all supporting evidence and provides full evidence to a JCC Centre Inspector upon request
 - Ensures that the agreed adjustment has been put in place before the candidate's first examination, e.g. internal tests and mock examinations

- Ensures appropriate and required evidence is held on file to confirm validation responses in AAC including but not limited to the completion of Q22 forms in applications for access arrangements, copies of hearing affidavits, and/or centre based evidence including concise the notes on centre based paper, signed and dated, and a body of evidence to substantiate the candidate's normal way of working within the centre
- Q22 forms will be used for:**
 - Candidates with hearing difficulties will not submit to a centre Q22 or Statement of Special Educational Needs and Hearing 222 and will only submit the hearing certificate
 - Q22 forms are completed for those who require 222, with the date of hearing
 - All candidates with hearing difficulties who require up to 222, with 222
 - All candidates who require a hearing aid
- Ensures where form 8 is required to be completed, the form is signed in handwriting, electronic or typed signature is completed and dated as required prior to approval being sought and that the form is provided for processing and inspection purposes (This may be a hard copy paper version of an electronic version)
- Maintains a file/folder for each candidate (the required documentation for a candidate will be in hard copy within the candidate's file/folder of the required documents held electronically within the candidate's e folder that will include:
 - Completed Q22 hearing body application forms and evidence forms
 - Appropriate evidence to support the need for the arrangement when required
 - In addition, for those qualifications covered by AAC where approval is required, appropriate Q22 of the AAC approval, a signed candidate personal data consent form (which provides candidate consent to their personal details being stored)
 - Where appropriate, "AAC provision confirmed" by the examination officer or SENCO
 - Where applicable, evidence in support of proposed Q22
- Presents the file/folders when requested by a JIC, Centre Inspector and addresses any queries/questions raised
- Listens with teaching staff regarding any appropriate modified paper requirements for candidates

Senior Leader

- If the SENCO is unavailable, presents the file/folders of access arrangements candidates when requested by a JIC, Centre Inspector and addresses any queries/questions raised

SENCO Admin Support

- Follow guidance in AA (chapter 6) to process approval applications for access arrangements for those qualifications covered
- Applies for approval where this is required through Access arrangements online (AAO) or through the hearing body where qualifications outside the scope of AAO
- Ensures that where approval is required the application is processed on time and no later than the hearing body's published deadline
- Ensures that the full supporting evidence is given before an on-line application is processed
- Reviews the evidence before an on-line application is processed, ensuring that the candidate does meet the published criteria for the respective arrangement
- Ensures the names of all other assessors, who are assessing candidates studying qualifications covered by AAC are entered into AAC to confirm their status
- Guides the assessors to the 'Confirmation' tab prior to submitting the application for approval that the Registrar completes assessment via the AAO and complete
- Makes an evening best referral through AAC where the initial application for approval may not be approved by AAC, where it is deemed by the centre that the candidate does meet the criteria for the arrangement(s)

Exams Officer (EO)

- Is familiar with the entire contents of the annually updated JC publication 03 and a source of information contained in it where this may be relevant to the EO role
- Works with the EO/IC to ensure arrangements are in place to collect under a non-instruction electronic (NICE) question paper from JCCA, OCA and JAC in its electronic form and to ensure a PDF copy of the standard question paper is provided to the EO and the EO/IC for use as a question paper in the secure room within 30 minutes of the opening time of the exam when the centre is permitted to notify a candidate whose consent was given (only on coloured paper, attached to A3 or A4 or only in single sided print)
- Facilitates the appropriate process being used for those qualifications included in the list, using Form 03/04, where applicable modified papers, by the awarding body's deadline for the exam series, where these may be required for a candidate

Implementing access arrangements and the conduct of exams

Roles and responsibilities

External assessment

These are assessments which are externally set and marked/controlled by an awarding body which must be conducted according to specific rules, instructions and/or the JC's publication instructions for conducting examinations (JC).

Head of centre

- Supports the EO/IC, the exams officer and other relevant centre staff in ensuring appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to A-level
- Is familiar with the instructions for invigilation arrangements for candidates with access arrangements and Access arrangements in JC 2022-2023
-

AO/EO/IC/ICAO

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act. Where a temporary emergency arrangement is required at the time of an exam
- Is familiar with the instructions for invigilation arrangements for candidates with access arrangements and Access arrangements in JC 2022-2023
- Ensures a candidate is notified in any decisions about arrangements, adjustments and/or adaptations that may be put in place for him/her and ensure the candidate understands what will happen at exam time
- Ensures that prior to any arrangements being put in place checks are made that arrangements do not impact on any assessment criteria/competence standards being tested
- Ensures that any arrangements put in place do not unfairly disadvantage or advantage disabled candidates
- Monitors, in a normal assessment exam, the use of arrangements granted to a candidate and where a candidate has never in full use of the arrangement, may consider withdrawing the arrangement, provided the candidate will not be placed at a substantial disadvantage
- Works with the exams officer (EO) regarding facilitation and invigilation of access arrangement candidates in exams
- Appoints appropriate centre staff as facilitators to support candidates (practical assistant, prompter, language facilitator, reader, scribe or Communication Proficiency)
- Ensures facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangements (JC)
- Ensures a record of the content of marking grids 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, re-appeal or other results enquiry has been completed, whichever is later

- Ensures where a person is appointed to facilitate an access arrangement, the person appointed is not normally the candidate's own subject teacher but where the candidate's own subject teacher has to be used, ensures a separate invigilator is always present
- Ensures where a person is appointed to facilitate an access arrangement, the person appointed is not a relative, friend, peer or private tutor of the candidate.
- Liaises with the CIO to ensure that invigilators are made aware of the Equality Act 2010 and are trained in disability issues.
- Liaises with the CIO where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of exams.

Exam officer

- Invigilates and follows instructions for invigilation arrangements for candidates with access arrangements and Access arrangements in 2021-2022.
- Is familiar with the instructions for invigilation arrangements for candidates with access arrangements and Access arrangements in 2021-2022.
- Ensures exam information (CCI information for candidate documents, individual exam timetable etc.) is included where this may be required for a disabled candidate to access it.
- Ensures that prior to any arrangements being put in place checks are made that arrangements do not impact on any assessment criteria/comparison standards being tested.
- Ensures that any arrangements put in place do not unfairly disadvantage or advantage disabled candidates.
- 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 SENCOs to support appropriate centre staff to facilitate to support candidates (practical assistant, signpost, Language Modifier, reader, scribe or Communication Professional)
- Ensures facilities supporting candidates are appropriately tested and understood the rules of the particular access arrangements.
- Ensures a record of the content of meeting notes to those facilitating an access arrangement for a candidate under examination conditions is kept and retained on file until the deadline for reviews of meeting has passed or until any appeal, objection or other results enquiry has been completed, whichever is later.
- Ensures where a person is appointed to facilitate an access arrangement, the person appointed is not normally the candidate's own subject teacher but where the candidate's own subject teacher has to be used, ensures a separate invigilator is always present.
- Ensures where a person is appointed to facilitate an access arrangement, the person appointed is not a relative, friend, peer or private tutor of the candidate.
- Ensures a facilitator acting in a professional capacity is available if the appropriate way to proceed depending on the needs of the candidate.
- Ensures invigilators supporting access arrangement candidates are trained in their role and understand the invigilation arrangements required for access arrangement candidates and the role of any facilitator.
- Ensures cover sheets, where these are required by the arrangement are completed as required by facilitators.
- Liaises with the SENCOs and other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams.
- Liaises with the SENCO to ensure exam information (CCI information for candidate documents, individual exam timetable etc.) is included where this may be required for a disabled candidate to access it.
- Liaises with the SENCO regarding the facilitator and invigilation of access arrangement candidates.
- Liaises with the SENCO regarding covering of access arrangement candidates.
- Liaises with the SENCO to ensure that invigilators are made aware of the Equality Act 2010 and are trained in disability issues.
- Ensures appropriate writing arrangements are in place where different arrangements may need to be made for candidates to facilitate access to their exams.
- Ensures candidates with access arrangements are identified on exam room seating plans and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded.

- Ensures invigilators are briefed prior to each exam session of the arrangements in place for a disabled candidate in their exam room.
- Checks in advance of dated exams/assessments that modified paper orders have arrived (and if not will contact the awarding body to ensure that papers are available when required).
- Makes modifications that are permitted by the centre in question paper copy-outs (coloured paper, an A4 or A3 enlarged paper or a paper produced on high contrast or where a question paper may need to be scanned into PDF format where a candidate is approved the use of a computer reader) that may be required and their access to a non-interactive electronic (PDF) question paper or scans the exam question paper placed in the exam room no earlier than 60 minutes prior to the awarding body's published start time of the exam.
- Provides cover sheets prior to the start of an exam where required for particular access arrangements and ensures that these have been fully completed before candidates' origins are dispatched to examination centres.
- Prints pre-populated cover sheets from AAC where this is required for particular arrangements.
- Has a person in place to deal with emergency, fire or other access arrangements as they arise at the time of exams in terms of rooming and invigilation.
- Issues with the CEMC where a candidate may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of exams.
- Where required for emergency (temporary) access arrangements, applies for approval through AAC or the awarding body where qualifications are outside the scope of AAC. This may include making changes to the awarding body where qualifications are outside the scope of AAC. This may include making changes to the awarding body where qualifications are outside the scope of AAC. This may include making changes to the awarding body where qualifications are outside the scope of AAC.

Continued (A1) The right Centre - please see the relevant section of the guide

- Other relevant centre staff**
- Support the CEMC and the exams officer to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams
 - In familiar with the instructions for invigilation arrangements for candidates with access arrangements and Access arrangements in GC 2021-2022
 - Staff responsible for IT or other specialist equipment that may need to be provided or adapted for a candidate
 - Examiners (staff responsible for room and non-specialist equipment (shirts, tables, clocks etc.) used for exams that may need to be adapted for a candidate
 - Staff responsible for the centre's emergency evacuation procedures and the arrangements that may need to be in place for a candidate with a disability who may need assistance when an exam room is evacuated.

Internal assessments

These are non-examination assessments (NEA) which are normally set by a centre/awarding body, marked and internally moderated/constructed by the centre and externally moderated by the awarding body.

- A15 Lead/CEMC**
- Issues with teaching staff to implement appropriate access arrangements for candidates
 - Ensures centre-delegated and awarding body approved arrangements are in place prior to a candidate taking NEA that form part of approved assessment
 - Ensures candidates are aware of the access arrangements that are in place for their assessments
 - Ensures a candidate has had appropriate opportunities to practice using the access arrangements before their first examination

- Ensure facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangements
- Liaise with the teacher where a facilitator may be required to support a candidate requiring an emergency (one-off) access arrangement at the time of his/her formal supervised assessment

Teaching staff

- Support the SENCo in implementing appropriate access arrangements for candidates
- Ensure a candidate has had appropriate opportunities to practice using the access arrangements before his/her first examination
- Liaise with the SENCo regarding assessment materials that may need to be modified for a candidate

Exam Officer (EO)

- Ensure facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangements
- Ensure cover sheets are completed as required by Facilitators
- Provide the SENCo with assessment schedules to ensure arrangements are put in place when required

Internal exams

These are exams or tests which are set and marked within the centre, normally a pre-cursor to external assessments.

SLT lead/SENCo

- Liaise with teaching staff to implement appropriate access arrangements for candidates

Teaching staff

- Support the SENCo in implementing appropriate access arrangements for candidates
- Provide exam materials that may need to be modified for a candidate

Senior Leader

- Provide the SENCo with internal exam timetable to ensure arrangements are put in place when required

Exam Officer

- Liaise with the SENCo about the internal exam timetable to ensure arrangements are put in place when required

Facilitating access - examples

The following information confirms the center's good practice in relation to the Equality Act 2010 and the conduct of assessments.

On a candidate by candidate basis, consideration is given to:

- adapting assessment arrangements
- adapting assessment materials
- the provision of specialist equipment or adaptation of standard equipment
- adaptation of the physical environment for access purposes

The table provides examples of arrangements, adjustments and adaptations that are considered to meet the needs of a candidate and the actions considered/taken by the centre for the purposes of facilitating access.

| Example of candidate needs | Arrangements/adjustments | Actions taken |
|--|---|---|
| A candidate with a hearing impairment who is unable to hear the instructions of the examination from sitting exams in the centre | Additional use for the individual examination Signposted rest breaks | <p>SENCO gathers evidence to support the need for the candidate to take exam at home</p> <p>Personnel provide written statement for to confirm the need</p> <p>Request confirmed by SENCO, with approval for exam arrangements not required</p> <p>Personnel meet discussion with candidate to confirm the arrangements about to put in place</p> <p>20 Exams: Memoranda are given for instructions written notes to recording headphones using CAP</p> <p>As an alternative to the use of headphones for instructions written notes in the following circumstances:</p> <p>20 Exams: candidate with exam timetable and 20 questions for candidate</p> <p>Personnel discuss with candidate the eligibility of a candidate</p> <p>Personnel agree with candidate that prior to each exam will call to 20 Exams to take exam</p> <p>20 Exams: request to candidate to timetable, confirms one of direction to each paper and materials</p> <p>requester provides candidate's timetable for each exam and records the exam on recording</p> <p>requester records and sends (exam and duration) on incident log and agrees on time given for exam</p> <p>requester reads 20 Exams exam exam on how candidate's performance in exam may have been affected by the candidate</p> <p>20 Exams: with person's head of candidate is eligible for special consideration (candidate provides for documentation)</p> <p>20 Exams: request for special consideration where applicable</p> <p>Personnel provide supporting evidence</p> <p>Personnel inform candidate that special consideration has been requested</p> |
| Personnel and significant difficulties in accessing the centre | Wheelchair access route 20 Exams: exam Signposts Signposts within the centre | <p>Centre candidate is disabled within the meaning of the Equality Act 2010</p> <p>Request made for these testing meeting</p> <p>Computer workstation meeting per request for use in papers for written (20 Exams) testing (20 Exams) at 20 Exams also time available</p> |

| | | |
|--|---|--|
| | | <p>A short circuit for the protection of the electrical plant, highlighting the level of the protection (the nature of the candidate's response) and that the use of a computer reader and/or a reader reflect light/thermal and/or any type of marking with the answer (S/N Code line - Code is completed as appropriate)</p> <p>Supporting evidence: Add approval and signed candidate personal data record form (see page 10)</p> |
| <p>Technical difficulty in communicating</p> | <p>Procedure</p> <p>Signatures</p> <p>Registration within the centre</p> | <p>Candidate contacted by support administration and help desk telephone equipment</p> <p>Candidate with candidate form and cards they will be provided</p> <p>By telephone to monitor candidate and the method of providing support for support team</p> <p>But not to make anything in relation back to the paper - confirm equipment for support team</p> |
| <p>A wheelchair user</p> | <p>Desk</p> <p>Equipment</p> <p>Facilities</p> <p>Timing of registration</p> <p>Practical assistant</p> | <p>Agree the practical assistant to help candidate set up wheelchair and set up equipment in practical assessment approval document (see page 10)</p> <p>Provide height adjustable desk in exam room</p> <p>Allocate exam room on ground floor near disabled bathroom facilities</p> <p>Open door to allow wheelchair access</p> <p>Sign candidate near exam room door</p> <p>Confirm arrangements in place to assist the candidate in case of emergency evacuation of the exam room</p> <p>Practical assistant cover sheet printed form AAC to be completed by candidate and signed under the candidate's name when this has to be attached to the assessment</p> |