

# EXAMS DISABILITY POLICY

October 2016

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Reviewed by L. Clarke

*This policy should be read in conjunction with the Exams Policy,  
SEND Policy and Fire Evacuation Procedures*

## Disability Discrimination Act (DDA) Policy for Exams

Matrix Academy Trust is committed to equality and is keen to promote a learning and working environment that is inclusive, celebrates diversity and does not discriminate against any group.

In line with the guidance from Ofqual, the following guidance document has been produced. This guidance can be found in the Exams Office and on the school website.

### Matrix Academy Trust School Access Statement:

As far as is reasonably practical, each individual Matrix Academy Trust school examination department will ensure:

- That they explore and provide access to suitable courses for all pupils
- That pupils who are disabled within the meaning of the Disability and Equality Act 2010 will be assessed for appropriate access arrangements to ensure equality within their examinations
- Access arrangements will be applied for and put in place according to the individuals' needs and with the agreement of the Awarding Bodies
- Appropriate seating/seating arrangements will be arranged in line with the candidates' needs
- The needs of all students will be considered in the event of an emergency evacuation
- Evacuation procedures will be provided at the beginning of each exam
- Lighting is appropriate for candidates
- Premises will meet legal and DDA requirements
- Adapted facilities are provided as necessary

<b>Statement of Need</b>	<b>Current Provision</b>
<b>The Building</b>	<p>Ensure that the entrances to the centre and corridors approaching the examination rooms are well lit.</p> <p>Ensure lighting is suitable for use both during the day and in the evenings, and is well maintained.</p> <p>All lighting meets the legal health and safety requirements.</p> <p>All corridors and entrances to exam venues are well lit, either by natural light or by fluorescent lighting.</p> <p>The site team are responsible for ensuring that the lighting is fit for purpose and operating correctly.</p>
<b>Accessibility</b>	<p>There are tactile surfaces to highlight any steps, stairways or changes in level across the site.</p> <p>There is wheelchair access in corridors.</p> <p>All stairwells in school meet legal requirements.</p> <p>Corridors are wide enough to allow easy access for wheelchairs users and the main examination room is accessible by wheelchair.</p>
<b>Accommodation</b>	<p>Exam rooms are located close to an adapted toilet.</p> <p>The adapted toilets provide basic welfare facilities.</p> <p>Where any further need is identified, facilities will be put in place to support the need.</p> <p>All adapted toilets are accessible from the outside in case of an emergency and an emergency cord is situated inside the toilet room.</p>
<b>Emergency Evacuation</b>	<p>Ensure that both disabled candidates and staff are aware of the emergency evacuation procedure to ensure that disabled candidates can be safely evacuated from the building whatever their disability or impairment.</p> <p>Comply with the school procedure for emergency evacuation where nominated staff ensure smooth evacuation in the event of an emergency.</p> <p>The Exams Officer or the member of Leadership responsible for exams will ensure that all candidates are aware of the evacuation procedures at the beginning of an exam.</p> <p>Where we have prior knowledge of a mobility issue, we make evacuation arrangements according to the individual needs.</p> <p>Candidates who use a wheelchair will be located close to the door to allow them to enter and leave the exam room.</p>

<p><b>Seating</b></p>	<p>Ensure that seating is appropriate and comfortable for those who have a disability that affects seating and posture.</p> <p>Ensure candidates who become unwell are able to leave the room causing minimum disruption.</p> <p>Seating is provided according to the individuals' requirements as identified by the SENDCO.</p> <p>Candidates who need to leave the room during the exam due to the nature of their disability will be situated close to the exit and will be closely monitored by an invigilator.</p>
<p><b>Signage</b></p>	<p>Ensure signs are reasonably sized, easily understood and, where necessary, combine text, arrows, pictorial symbols and Braille.</p> <p>Signs, as far as possible, are simple, clear and consistent and displayed on A3 or A4.</p> <p>The SENDCO will assess individual needs and make sure appropriate arrangements are put in place to ensure information is accessible.</p>
<p><b>Resources</b></p>	<p>Where computers are necessary for an examination, ensure that hardware and software have been properly adapted and tested for those who may use them.</p> <p>Access arrangements will be put into place according to the individual needs.</p> <p>Adapted keyboards, large screens and any appropriate software programs will be available as necessary.</p>