

## The DDA and Examination Access Arrangements

1. At the start of each academic year all staff will be briefed by the Deputy Head for Behaviour for Learning, or the SENCO, on the requirements of the DDA, as they apply to the invigilation of examinations.

Staff who will be used as readers, scribes and invigilators will be given training to understand the role fully, and ensure compliance with JCQ regulations.

2. If a disabled candidate is unable to use the stairs in an emergency, at the Boothferry Road site, a person trained to use the Evacuchair must be present in the exam room, throughout the relevant examination. Some teaching assistants are currently trained in the use of the Evacuchair. The School Nurse will be briefed by the SENCO or Head of Year to advise the Examinations Officers of any candidate who may require access to medication during an examination. These details will be passed on to the invigilators involved. Most examinations take place in rooms on the ground floor.
3. Invigilators will be made aware of the needs of candidates with particular disabilities, for example, candidates with a hearing impairment will need to be given transcripts of general instructions, given by the invigilator, and candidates with visual impairment will need enlarged copies of examination instructions such as JCQ notices, if they are not helped by being seated at the front of the room.
4. Chairs will be provided outside the examination rooms for the use of candidates with a disability. Comfortable chairs will be provided in one of the classrooms used for examinations for the use of candidates awarded supervised rest breaks.
5. Sufficient space will be provided in the examination room for a wheelchair to manoeuvre without difficulty. If this is not possible, due to a very full examination room, separate accommodation will be arranged in accordance with JCQ regulations.

6. Candidates who are likely to become unwell, or have toileting needs, during an examination, will be seated near the entrance to the room for ease of access for the candidate, and minimal disruption, if it is necessary to leave the room. The nearest disabled toilet to the hall and gym is currently next to the dining room. An extra invigilator will be provided so that such candidates may be accompanied to the toilet without contravening the regulations about the number of invigilators.
7. Appropriate seating will be provided for candidates diagnosed with postural problems.
8. Candidates granted the use of readers, scribes, prompters or an Oral Language Modifier will be made familiar with the person concerned, as this will be their usual way of working.
9. Hardware used for on-screen testing must be appropriately adapted for the use of candidates with visual or aural impairment in consultation with the appropriate bodies and the ICT staff.
10. Candidates with an aural impairment will be provided with their own playback equipment with headphones so that they can enhance the volume to the required level in MFL or music listening tests. In extreme cases the use of live speakers (LS) may be needed and these will be chosen by the Head of Centre and will be trained appropriately. In the case of MFL speaking tests, a transcript of the questions must be available to the candidate.
11. When explaining emergency evacuation procedures to candidates, attention must be given to those with a disability. Hearing impaired candidates should be given a transcript of what is being said.

### Evidence of Need

If a JCQ Inspector visits an examination which includes candidates who have been granted access arrangements, including extra time, rest breaks as well as those described above he/she will ask to see the evidence of need for the candidate(s) concerned. A file containing this evidence for all current candidates is kept in the Exams Office, next to E28, with Mrs Spencer and Mrs Brunton.

**Contact List**

Deputy Head	Mr A Jolley
Exams Officers	Mrs S Spencer/Mrs J Brunton
SENCO	Mrs H Smelt
Ass SENCO	Miss H Downing
First Aider	Mrs S Ward

HJS/SJS  
5/11/09