

Elizabeth Woodville School	
Policy Name:	EWS Exams Disability Discrimination Policy
Owner:	Examination Officers
Statutory:	No
Date Ratified:	November 2024
Review date:	November 2025

Elizabeth Woodville School 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.

EWS will meet the disability provisions under the DDA (or the Equality Act 2010) by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

- All main exam rooms across both sites are on the ground floor.
- Chairs will be made available when queuing outside when needed.
- There is an appropriate toilet near or in all of these areas used for students with additional needs.
- Emergency evacuation procedures reflect the needs of all candidates.
- All areas have had internal risk assessments carried out.
- If any candidate needs to take regular medication, invigilators will make this possible. The Exams Officer should be notified if there are any exceptional health issues.
- Any specialist equipment will be provided.
- Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate.
- Recruitment of invigilators will follow normal school policy with regards to disabled applicants.
- All invigilators will either receive group training, including disability issues, or will work alongside an experienced invigilator.
- The SENCO will make the Exams Officer aware of any issues concerning individuals who will be sitting examinations.
- The SENCO/Exams Officer will take the lead in making access applications based on their close knowledge of the needs of students under their care. They will produce a list of the students involved together with their concessions and this list will be available in all exam rooms in the files.

Type of Disability or Disadvantage	Centre Solution
Wheelchair user	The main exam rooms are on the ground floor, but should a candidate need access to upper floors we have a lift. There are also Evac chairs should we need to evacuate a wheelchair user from the upper floors.
Use of crutches for broken leg or other lower limb complaint	The main exam rooms are on the ground floor, but should a candidate need access to upper floors we have a lift. There are also Evac chairs should we need to evacuate a candidate from the upper floors.
Broken arm / collar bone / finger or other such complaint	The Centre will arrange for candidates to have a Scribe, laptop and/or extra time for the exam.
Generally feeling unwell	The Centre may be able to arrange for the candidate to sit the exam in a room on their own (invigilation staff permitting) and candidates will be allowed rest breaks of up to 10 minutes at a time without penalty to the overall exam duration.
Visual disability	All exam rooms in the Centre are well lit. Candidates are permitted the use of their coloured film overlays as required.
Hearing disability	Candidates may have the use of a live speaker for pre-recorded exam components, or a sign language interpreter. Candidates will be accommodated in a room on their own.
Long term illness or disability	Candidates with long term illness or a disability that makes travel to the Centre difficult may be allowed to sit their exams at home with permission from the individual Exam Boards.
Learning disabilities	Candidates within the Centre are assessed and permitted the use of a Scribe, Reader and/or Extra Time as recommended by the EWS SENCo.

Any complaints made by candidates with disabilities should be directed in the first instance to the Examinations Officer who will initiate an enquiry.

Kelly Stimson & Kerry Wallace
Reviewed October 2024