

Disability Policy – Exams

- Exam rooms on the ground floor where necessary (CP Hall, Liszt Room, ICT Room, Room 8).
- There is an appropriate toilet near all the rooms used for disabled candidates.
- Emergency evacuation procedures are appropriate for all candidates.
- All areas have had an internal risk assessment 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 specialised equipment will be provided.
- Invigilators will be briefed on 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.
- The SENCO will make the Exams Officer aware of any issues concerning individuals in the main exam rooms.
- The SENCO 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.
- Any complaints made by candidates with disabilities should be directed in the first instance to the Exams Officer who will initiate an enquiry.

Senior Leadership Team approved: **April 2019**

Review Date: **March 2020**