

## 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 Head of Learning Support will make the Exams Officer aware of any issues concerning individuals in the main exam rooms.

The Head of Learning Support 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: November 2021

| <b><i>Policy author / reviewer:</i></b> | <b><i>Policy date / review date:</i></b> | <b><i>Next review due:</i></b> |
|---|--|--------------------------------|
| L. Canosa                               | November 2022                            | November 2023                  |
| Caroline Murphy                         | December 2023                            | December 2024                  |
| Caroline Murphy                         | November 2024                            | November 2025                  |