Bourne Community College

Kindness Respect Determination

EQUALITIES POLICY (Exams)

2026/27

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs. A. Sharma / Mr. J. Cariou	
Date of next review	July. 2027

Key staff involved in the policy

Role	Name(s)
SENDCo (or equivalent role)	Mr. M. Wickham
Senior leader(s)	Mr. J. Cariou
Head of centre	Mrs. A. Sharma
Assessor(s)	
Access arrangement facilitator(s)	

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Purpose of the policy

This document is provided as an exams-specific supplement to the centre-wide equalities and/or disability/accessibility policy/plan which details how the centre will:

- recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7). This must include a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid
    - †or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect
        - (JCQ's **General Regulations for Approved Centres**, 5.4)
        - This publication is further referred to in this policy as GR

This policy details how the centre facilitates access to exams and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, by outlining staff roles and responsibilities in relation to:

- identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to in this policy as 'access arrangements')
- requesting access arrangements
- implementing access arrangements and the conduct of exams
- good practice in relation to the Equality Act 2010

The Equality Act 2010 definition of disability

A definition is provided in the JCQ publication (Adjustments for candidates with disabilities and learning difficulties) **Access Arrangements and Reasonable Adjustments** 2025-2026 (*Definitions* section).

- This publication is further referred to in this policy as AA

Identifying the need for access arrangements

Roles and responsibilities

Head of centre

- Is familiar with the entire contents, refers to and directs relevant centre staff to the annually updated JCQ publications including GR and AA

Senior leader(s)

- Are familiar with the entire contents of the annually updated JCQ publications including GR and AA
- Ensures a policy demonstrating the centre's compliance with relevant legislation is in place.
- Ensures the quality of the access arrangements process within the centre.
- Ensures staff roles, responsibilities, and processes in identifying, requesting, and implementing
- access arrangements for all candidates are clearly defined and documented.
- Ensures an appropriately qualified assessor(s) is appointed, evidence of the assessor's
- qualification(s) is obtained before he/she assesses candidates and that evidence of the
- qualification(s) of the person(s) appointed is held on file.
- Defines and documents roles, responsibilities, and processes in identifying, requesting, and
- implementing access arrangements.
- Provides a policy on the use of word processors in exams and assessments.

Special educational needs coordinator (SENDCo) or equivalent role

- Has full knowledge and understanding of the contents, refers to and directs relevant centre staff to the annually updated JCQ publication AA
- Ensures the assessment process is administered in accordance with the regulations and that the correct procedures are followed.
- Determining the need for and implementing access arrangements.
- Ensures a statement is provided which details the criteria the centre uses to award and allocate word processors for exams.
- Leads on the access arrangements process to facilitate access for candidates.
- Ensures that the access arrangements/reasonable adjustments approved allow the candidate to access the assessment, but do not result in the candidate gaining an unfair advantage.
- Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance.
- Ensures arrangements put in place for exams/assessments reflect a candidate's normal way of working within the centre.
- Ensures the need for access arrangements for a candidate is considered on a subject-by subject basis.
- Works with teaching staff, relevant support staff and the exams officer to ensure centre-delegated and awarding body approved access arrangements are put in place for candidates taking internal and external exams/assessments.
- Conducts appropriate assessments to identify the need(s) of a candidate
- Provides appropriate evidence to confirm the need(s) of a candidate
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body

Teaching staff

- (where appropriate), Inform the SENDCo of any observations about a candidate or any support that might be needed by a candidate
- Provide information to evidence the normal way of working of a candidate

Support staff (for example, Learning Support Assistants and Teaching Assistants)

- (where appropriate), Provide comments/observations to support the SENDCo, (or equivalent role), to 'paint a holistic picture of need', confirming normal way of working for a candidate

Assessor of candidates with learning difficulties

An assessor of candidates with learning difficulties will be an appropriately qualified access arrangements assessor/psychologist/specialist teacher assessor who has detailed understanding of the JCQ publication AA.

Use of word processors

The Word Processor Policy which details the criteria the centre uses to award and allocate word processors for exams will be placed on the Shared drive in Policies /Exams for all to view.

A member of the centre's senior leadership team must produce a word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations and assessments. This policy must be available for inspection. (AA, section 5.8)

Requesting access arrangements

Roles and responsibilities

SENDCo or equivalent role

- Determines if the arrangements identified for a candidate require prior approval from the awarding body before the arrangements are put in place or if approval is centre delegated

Exams officer (EO)

- Is familiar with the entire contents of the annually updated JCQ publication GR and is aware of information contained in AA where this may be relevant to the EO role

Implementing access arrangements and the conduct of exams

Roles and responsibilities

External assessments

These are assessments which are normally set and marked/examined by an awarding body which must be conducted according to awarding body instructions and/or the JCQ publication Instructions for conducting examinations (ICE).

Head of centre

- Supports the SENDCo, the exams officer and other relevant centre staff in ensuring appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

- **SENDCo**
- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and/or
- adaptations that may be put in place for him/her and ensures the candidate understands what will happen at exam time.
- Liaises with the exams officer (EO) regarding facilitation and invigilation of access arrangement candidates in exams.
- Liaises with the EO to ensure that invigilators are made aware of the Equality Act 2010 and are trained in disability issues.
- Liaises with the EO where a facilitator may be required to support a candidate requiring an access arrangement at the time of exams.
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams.

Exams officer

- Understands and follows instructions for Invigilation arrangements for candidates with access arrangements and Access arrangements in ICE 2025-2026
- Is familiar with the instructions for Invigilation arrangements for candidates with access arrangements and Access arrangements in ICE 2025-2026
- Ensures exam information, (JCQ information for candidate's documents, individual exam timetable etc.), is adapted where this may be required for a disabled candidate to access it.
- Ensures that prior to any arrangements being put in place checks are made that arrangements do not impact on any assessment criteria/competence standards being tested.
- Ensures that any arrangements put in place do not unfairly disadvantage or advantage disabled candidates.
- Monitors, in internal tests/mock exams, the use of arrangements granted to a candidate and where a candidate has never made use of the arrangement, may consider withdrawing the arrangement, provided the candidate will not be placed at a substantial disadvantage.
- Liaises with other relevant centre staff regarding the provision of appropriate rooming and equipment that may be required to facilitate access for disabled candidates to exams.
- Supports the SENDCo in appointing appropriate centre staff as facilitators to support candidates (practical assistant, prompter, Language Modifier, reader, scribe, or Communication Professional)
- Liaises with the SENDCo to ensure exam information, (JCQ information for candidate's documents, individual exam timetable etc.), is adapted where this may be required for a disabled candidate to access it.

- Liaises with the SENDCo regarding the facilitation and invigilation of access arrangement-candidates.
- Liaises with the SENDCo regarding rooming of access arrangement candidates.
- Liaises with the SENDCo to ensure that invigilators are made aware of the Equality Act 2010 and are trained in disability issues.
- Liases with the SENDCo in ensuring facilitators supporting candidates are appropriately trained and understand the rules of the access arrangement(s)
- Ensures where a person is appointed to facilitate an access arrangement, the person appointed is not a relative, friend, peer, or private tutor of the candidate.
- Ensures a facilitator acting as a prompter is aware of the appropriate way to prompt depending
- on the needs of the candidate.
- Ensures a record of the content of training given to those facilitating an access arrangement for a candidate under examination conditions is kept and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
- Ensures where a person is appointed to facilitate an access arrangement, the person appointed
- is not normally the candidate's own subject teacher but where the candidate's own subject teacher must be used, ensures a separate invigilator is always present.
- Ensures appropriate seating arrangements are in place where different arrangements may need to be made for a candidate to facilitate access to his/her exams.
- Ensures candidates with access arrangements are identified on exam room seating plans and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded.
- Ensures invigilators are briefed prior to each exam session of the arrangements in place for a disabled candidate in their exam room.
- Checks in advance of dated exams/assessments that modified paper orders have arrived, (and if not will contact the awarding body to ensure that papers are available when required).
- Makes modifications that are permitted by the centre, (a question paper copied onto coloured paper, an A4 to A3 enlarged paper or a paper printed on single sheets or where a question paper may need to be scanned into PDF format where a candidate is approved the use of a computer reader), that may be required and either accesses a non-interactive electronic (PDF) question paper or opens the exam question paper packet in the secure room no earlier than 90 minutes prior to the awarding body's published start time of the exam.
- Understands that where permitted/approved, a secure question paper packet may need to be opened early in the secure room to facilitate the following:

  A Language Modifier may have access to the question paper 60 minutes prior to the awarding body's published start time for the exam to prepare.
  The Communication Professional may have access to the question paper 60 minutes prior to the awarding body's published start time for the exam to prepare.
  The Live Speaker may have access to the transcript of the Listening examination 60 minutes prior to the awarding body's published start time for the exam to prepare.

- Provides cover sheets prior to the start of an exam where required for access arrangements and ensures that these have been fully completed before candidates' scripts are dispatched to examiners/markers.
- Prints pre-populated cover sheets from AAO where this is required for arrangements.
- Has a process in place to deal with emergency (temporary) access arrangements as they arise at the time of exams in terms of rooming and invigilation.
- Liaises with the SENDCo where a facilitator may be required to support a candidate requiring an emergency, (temporary), access arrangement at the time of exams.
- Where required for emergency, (temporary), access arrangements, applies for approval through AAO or through the awarding body where qualifications sit outside the scope of AAO.

Other relevant centre staff

- Support the SENDCo and the exams officer to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams.

- Staff responsible for IT or other specialist equipment that may need to be provided or adapted for a candidate.
- Site staff responsible for rooms and non-specialist equipment, (chairs, tables, clocks etc.), used for exams that may need to be adapted for a candidate.
- Senior staff responsible for the centre's emergency evacuation procedures and the arrangements that may need to be in place for a candidate with a disability who may need assistance when an exam room is evacuated.

Internal assessments

These are non-examination assessments (NEA) which are normally set by a centre/awarding body, marked and internally moderated/standardised by the centre and externally moderated by the awarding body.

However, 'NEA' is not limited to internal assessment as externally marked and/or externally set practical examinations taken at different times across centres are also classified as 'NEA'.

SENDCo or equivalent role

- Liaises with teaching staff to implement appropriate access arrangements for candidates.
- Ensures centre-delegated and awarding body approved arrangements are in place prior to a candidate taking his/her first formal supervised assessment.
- Ensures candidates are aware of the access arrangements that are in place for their
- assessments.
- Ensures a candidate has had appropriate opportunities to practise using the access
- arrangement(s) before his/her first examination.

Teaching staff

- Support the SENDCo in implementing appropriate access arrangements for candidates.

Internal exams/assessments

These are exams or tests which are set and marked within the centre; normally a pre-cursor to external assessments.

SENDCo or equivalent role

- Liaises with teaching staff to implement appropriate access arrangements for candidates

Teaching staff

- Support the SENDCo in implementing appropriate access arrangements for candidates.
- Provide exam materials that may need to be modified for a candidate.
- Provide the SENDCo with internal exam timetable to ensure arrangements are put in place when required.

Facilitating access - examples

The following information confirms the centre's good practice in relation to the Equality Act 2010 and the conduct of examinations.

On a candidate by candidate basis, consideration is given to:

- adapting assessment arrangements
- adapting assessment materials
- the provision of specialist equipment or adaptation of standard equipment
- adaptation of the physical environment for access purposes

The table provides example arrangements, adjustments and adaptations that are considered to meet the need(s) of a candidate and the actions considered/taken by the centre for the purposes of facilitating access.

Example of candidate need(s)	Arrangements explored	Centre actions
A medical condition which prevents the candidate from taking exams in the centre	Alternative site for the conduct of examinations Supervised rest breaks	*SENCo gathers evidence to support the need for the candidate to take exams at home and for SRB* *Pastoral head provides written statement for file to confirm the need* *Approval confirmed by SENCo; AAO approval for both arrangements not required* *Pastoral head discussion with candidate to confirm the arrangements which should be put in place* *EO submits 'Alternative site form' for timetabled written exams to awarding body/bodies online using CAP* *An on-line submission must only be made for timetabled written examinations in the following qualifications…* *EO provides candidate with exam timetable and JCQ information for candidates* *Pastoral head confirms with candidate the information is understood* *Pastoral head agrees with candidate that prior to each exam will call to confirm fitness to take exam* *EO allocates invigilator(s) to candidate's timetable; confirms time of collection of exam papers and materials* *Invigilator monitors candidate's condition for each exam and records any issues on incident log* *Invigilator records supervised rest breaks (time and duration) on incident log and confirms full time given for exam* *Invigilator briefs EO after each exam on how candidate's performance in exam may have been affected by his/her condition* *EO discusses with pastoral head if candidate is eligible for special consideration (candidate present but disadvantaged)* *EO processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence, supported by appropriate evidence signed by a member of the senior leadership team (Evidence retained until after the publication of results)* *Pastoral head informs candidate that special consideration has been requested*
Persistent and significant difficulties in accessing written text	Reader/computer reader 25% Extra time Alternative rooming arrangements	*Confirms candidate is disabled within the meaning of the Equality Act 2010* *Papers checked for those testing reading* *Computer reader/examination reading pen sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded* *AAO application for approval processed* *Supporting evidence, AAO approval, signed candidate personal data consent form and completed Data protection confirmation by the examinations officer or SENCo form kept on file*

Significant difficulty in concentrating	Prompter Alternative rooming arrangements	*Gathers evidence to support substantial and long term adverse impairment* *AAO application for approval processed* *Supporting evidence, AAO approval, signed candidate personal data consent form and completed Data protection confirmation by the examinations officer or SENCo form kept on file* *Confirms with candidate how and when they will be prompted* *Briefs invigilator to monitor candidate and the method of prompting (call out his name to bring his attention back to the paper - confirms requirement for alternative room)*
A wheelchair user	Desk Rooms Facilities Seating arrangements Practical assistant	*Applies for practical assistant to help candidate set up wheelchair and other equipment in a practical assessment; approval automatically fails so awarding body referral lists the tasks that will be performed* *Supporting evidence, AAO approval, signed candidate personal data consent form and completed Data protection confirmation by the examinations officer or SENCo form kept on file* *Provides height adjustable desk in exam room* *Allocates exam room on ground floor near adapted bathroom facilities* *Spaces desks to allow wheelchair access* *Seats candidate near exam room door* *Confirms arrangements in place to assist the candidate in case of emergency evacuation of the exam room* *Practical assistant cover sheet printed from AAO; to be completed by facilitator and inserted inside the candidate's work where this may be applicable to the assessment*