

Access to Exams - Disability Policy

- All major exam rooms are on the ground floor (Lower School Hall, Gym, Drama Studio and Library).
- Chairs are available when queuing outside when needed.
- Lecture Theatre is used to gather students prior to exams.
- There is an appropriate toilet near or in all of these areas.
- Emergency evacuation procedures are appropriate for 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 specialised 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 Deputy Head / SENCO will make the Exams Officer aware of any issues concerning individuals in the main exam rooms.
- 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.
- Any complaints made by candidates with disabilities should be directed in the first instance to the
 - Examinations Officer who will initiate an enquiry.

Tim Marston
Deputy Headteacher (SENCO)
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