



YSGOL GYMUNEDOL  
**CWMTAWE**  
COMMUNITY SCHOOL

# EXAMINATIONS DISABILITY POLICY

DATE OF POLICY: NOVEMBER 2018

HEADTEACHER: C. L. Hitchings

DEPUTY HEADTEACHERS: M. Edwards, P. Rogers

EXAMINATIONS OFFICER: TBC



## OVERVIEW

Cwmrtawe recognises that pupils with temporary or permanent disabilities will require access arrangements or reasonable adjustments in order for them to continue with their examinations as normally as possible.

The Equality Act 2010 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

A candidate's additional learning needs requirements are determined by the ALNCo, specialist ALN staff and the Educational Psychologist from the Local Authority. The ALNCo will inform subject teachers of candidates with additional learning needs who are embarking on a course leading to an examination, and the date of that exam. The ALNCo can then inform individual staff of any special arrangements that individual candidates can be awarded during the course and in the examination.

## ACCESS ARRANGEMENTS

Making special arrangements for candidates to take examinations including submitting completed access arrangement applications to the awarding body is the responsibility of the ALNCo and the Examinations Officer. Rooming for access arrangement candidates will be arranged by the Examinations Officer. Invigilation and support for access arrangement candidates will also be organised by the Examinations Officer.

It is acknowledged that students with disabilities or those with SpLD may have individual examination requirements. Documentary evidence of a SpLD or disability is coordinated by the ALNCo before individual exam arrangements will be considered. Individual exam arrangements are not automatically 'put in place' - they must be discussed and assessed with the Examinations Officer in advance. The deadline by which students must have been awarded individual exam arrangements is the last day in February for the summer examination season.

## LATE APPLICATIONS FOR ACCESS ARRANGEMENTS

Late applications for individual examination arrangements will only be accepted in exceptional circumstances. The Examinations Officer, in consultation with the ALNCo, will determine whether late applications can be processed. Late applications will usually only be accepted if a candidate acquires a condition or disability which they **could not have previously known about** and therefore miss the application for individual exam arrangements. An example of acceptable late applications would be in the case of a broken limb.

## ALLOCATION OF READERS/WRITERS

Students who may need to use a scribe (or other access arrangement) due to an injury must discuss this provision with the ALNCo and the Examinations Officer.