

## **SPECIAL NEEDS AND ACCESS ARRANGEMENTS**

<b>Review date</b>	<b>Summer 2020</b> <b>Ratified by Governors – Summer 2020</b>
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<b>Date of next review</b>	<b>Summer 2023</b>
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## **THE EQUALITY ACT 2010 – SPECIAL NEEDS AND ACCESS ARRANGEMENTS -**

### **Disability Discrimination Act (DDA)**

- The Centre agrees to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010. This includes a duty to explore and provide access to suitable courses and make reasonable adjustments to the services the centre provides to disabled candidates.
- All exam centre staff must ensure that the Access Arrangements and special consideration regulations and guidance are consistent with the law.

### **Special Needs**

- A candidate's special needs requirements are determined by the SENDCO, educational psychologist and the specialist teacher.
- The SENDCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENDCO can then inform the individual members of staff of any special arrangements that the individual candidates may be granted during the course and in the exam.

### **Access Arrangements**

- Special arrangements for candidates to take exams is the responsibility of the SENDCO and the Exams Officer.
- Submitting completed Access Arrangement applications to the awarding bodies is the responsibility of the SENDCO and the Exams Officer.
- Rooming/cover/invigilation for Access Arrangement candidates will be arranged by the SENDCO.
- Invigilation and support for Access Arrangements will be organised by the SENDCO.

For the purpose of the Examination and Equality Act 2010 is defined by Access Arrangements, Reasonable Adjustments and Special Consideration. A definition of each category is detailed below:

### **Access Arrangements**

Access Arrangements are agreed before an assessment. They allow candidates with special educational needs, disabilities or temporary injuries to access the assessment.

Access Arrangements allow candidates to show what they know and can do without changing the demands of the assessment: for example, readers, scribes, modified papers, word processor and extra time.

An Access Arrangement which meets the needs of a disabled candidate would be a 'reasonable adjustment' for that particular candidate.

### **Reasonable Adjustments**

The Disability Discrimination Act (DDA) requires awarding bodies to agree reasonable adjustments for disabled candidates in order to lessen or remove the effect of a 'substantial disadvantage' in an assessment.

The fairness of the adjustment will depend on the needs of the disabled candidate. An adjustment may not be considered reasonable if it involves unreasonable costs, time frames or affects the security or integrity of the assessment.

### **Special Consideration**

Special consideration is an adjustment to a candidate mark or grade to reflect temporary illness, injury or other indisposition at the time of the assessment.

### **General Access Arrangements and Reasonable Adjustments**

Below is a list of general Access Arrangements Beechwood School use, and can be applied to many qualifications:

- Alternative accommodation
- Bilingual dictionary
- Colour overlays
- Computer Reader
- Examination on coloured/enlarged paper
- Extra time of up to 25%
- Modified papers
- Practical assistant for written papers
- Prompter
- Read aloud
- Reader
- Scribe/voice activated computer system/voice input system
- Separate invigilation
- Supervised rest breaks
- Word processor