**Updated: April 2022**

**Review Due: March 2023**

Hall Mead’s Examination Disability Discrimination Policy, along with the ELAT Equality Information & Objectives and the Hall Mead Accessibility Plan in order to ensure barriers are removed which may prevent candidates from accessing opportunities and achieving their full potential.

Hall Mead School aims:

* not to treat disabled pupils less favourably for a reason related to their disability;
* to make reasonable adjustment, subject to mandatory JCQ regulations, for disabled pupils, so that they are
* not at a substantial disadvantage.

**Information for candidates**

* Information supplied to candidates with a disability, such as JCQ notices, will be suitably sized and adapted.

**Invigilators**

* All invigilators will be made aware of the requirements of the DDA and trained in disability issues.
* Invigilators will be made aware of policies and procedures relating to emergency evacuation and medication, especially where they relate to candidates with a disability.
* Invigilators will be made are aware of alternative means of communication, especially in the exam room when conveying information to disabled candidates.

**Seating arrangements**

* Seating will be both appropriate and comfortable for those who may have a disability which affects seating and posture.
* Chairs will be available outside the examination rooms to enable those with a disability or those candidates who may simply be experiencing stress to sit and rest before they enter the examination.
* When applicable there will be sufficient space between desks and chairs to enable a candidate (or an invigilator) who uses a wheelchair to enter and leave the room without difficulty.
* If it is possible that a candidate may become unwell during the examination due to the nature of their disability, the Examinations Officer will try to seat them close to the exits to make them feel more comfortable and to limit any disruption caused to others within the examination room.

**Candidates requiring access arrangements**

* Where a candidate has been granted the use of a reader or a scribe by an awarding body, those individuals who will be acting as reader or scribe will be introduced to the candidate prior to the examination(s) taking place.
* Where the centre has granted the candidate supervised rest breaks, the rest areas will be suitably comfortable while also maintaining the security of the examination
* Where the centre has granted the candidate the use of a prompter, the person appointed to act as prompter will be made aware of disability etiquette, particularly when touching the candidate’s desk as a means of a prompt, or tapping the candidate’s arm or shoulder.
* For on-line tests, hardware and software will be adapted for those candidates with a visual or aural impairment.

**Emergency evacuation procedures**

* Invigilators and all other centre staff involved in conducting examinations will be made aware of the emergency evacuation procedures in place for those candidates with a disability who may need assistance in leaving the building.
* When evacuation and emergency procedures are being explained to candidates, attention will be given to those candidates with a disability, for whom such procedures may be different.

**Appendix A**

**Hall Mead – Exams Complaints and Appeals Form**

Complaint/appeal against the centre’s administration of a qualification

| **Name of complainant/appellant** | **name** different to complainant/appellant |
| --- | --- |
| **Candidate name** if different to complainant/appellant |  |
| Please state the grounds for your complaint/appeal below  Please keep to the point and include relevant detail such as dates, names etc. and provide any evidence you may have to support what you say  Your appeal should identify the centre’s failure to follow protocols as set out in the relevant policy, and/or issues in teaching and learning which have impacted the candidate  *If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed* | |
| Detailany steps you have already taken to resolve the issue(s) and what you would consider to be a good resolution to the issue(s) | |
| Complainant/appellant signature: Date: | |

Please complete in full

**Appendix B**

**Complaints and Appeals Log**

On receipt each stage of all complaints/appeals are logged.

Outcome and outcome date is also recorded.

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| --- | --- | --- |
| **Date** | **Complaint or Appeal action** | **Outcome** |
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