



Exams – Equalities Policy

2022/23

Written By	Helen Whalley & Rhian Davies
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Approved and Signed by:	
Chair of Committee	
Headteacher (Head of Centre)	

Equalities Policy – Key Staff

Role	Name(s)
Head of Centre	Joe Barker
SLT – Exams	Rhian Davies
SENCo	Nuala Burke
Specialist Assessor	Jonathan Hesketh
Exams Officer	Helen Whalley
Deputy Exams Officer	Jennita Residu

Departments	Head of Department	Subjects
Arts	Helen Aspinall	<ul style="list-style-type: none"> • Art & Design • Drama • Music • Performing Arts
English	Laurence Graves	<ul style="list-style-type: none"> • English Language • English Literature • Film Studies
Humanities	Carly Ramsay	<ul style="list-style-type: none"> • Geography • History • Religious Studies • Travel and Tourism
Maths	Katie Hall	<ul style="list-style-type: none"> • Mathematics • Additional Maths
MFL	Ana Castillo	<ul style="list-style-type: none"> • French • German • Italian • Spanish
Science	Charlotte Carr	<ul style="list-style-type: none"> • Biology • Chemistry • Physics • Combined Science
Sports	Michael Stretton	<ul style="list-style-type: none"> • Dance • Health and Fitness • P.E. • Sports Studies
Technologies	Alex Purdie	<ul style="list-style-type: none"> • Computer Science • Creative Media • Design and Technology • DT Textiles (Fashion) • Enterprise and Marketing • Food Preparation and Nutrition • Food and Cookery • Graphic Design

Purpose of the policy

This document is provided as an exams-specific supplement to the core policies of Marple Hall School (“the centre”) and details how the centre will:

- *recognise its duties towards disabled candidates, including private candidates, as defined under the terms of the Equality Act 2010[†]. 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; [†]for 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 (section 5.4), referred to in this policy as [GR¹](#).

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:

1. identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to in this policy as ‘access arrangements’)
2. requesting access arrangements
3. implementing access arrangements and the conduct of exams
4. good practice in relation to the Equality Act 2010

The Equality Act 2010 definition of disability

A definition is provided on page 4 of the JCQ publication *Adjustments for candidates with disabilities and learning difficulties* Access Arrangements and Reasonable Adjustments, Definitions section (referred to in this policy as [AA²](#))

1. Identifying the need for access arrangements

Roles and responsibilities (these lists are not exhaustive)

Head of centre

- Is familiar with the entire contents, refers to and directs relevant centre staff to the annually updated JCQ publications including [GR¹](#) and [AA²](#).
- Ensures a policy demonstrating the centre's compliance with relevant legislation is in place
- 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
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

Senior leader(s)

- Are familiar with the entire contents of the annually updated JCQ publications including [GR¹](#) and [AA²](#).

Special educational needs coordinator (SENCo)

- Has full knowledge and understanding of the contents, refers to and directs relevant centre staff to the annually updated JCQ publication [AA²](#)
- Ensures the quality of the access arrangements process within the centre
- Defines and documents roles, responsibilities and processes in identifying, requesting and implementing access arrangements (*Access arrangements policy*)
- Ensures staff roles, responsibilities and processes in identifying, requesting and implementing access arrangements for candidates are clearly defined and documented
- Ensures a statement is provided which details the criteria the centre uses to award and allocate word processors for exams
- Provides a policy on the use of word processors in exams and assessments (*Access arrangements policy*)

Teaching staff

- Inform the SENCo/Deputy SENCo of any support that might be needed by a candidate

Learning Support Assistants

- (where appropriate) Provide comments/observations to support SENCo 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 assessor.

- Has detailed understanding of the JCQ publication [AA²](#)
- Ensures the assessment process is administered in accordance with the regulations and that the correct procedures are followed as per Chapter 7 of [AA²](#)
- Support the SENCo in determining the need for and implementing access arrangements
- Leads on the access arrangements process to facilitate access for candidates
- Conducts appropriate assessments to identify the need(s) of a candidate
- 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
- Provides information to evidence the normal way of working of a candidate
- Provides appropriate evidence to confirm the need(s) of a candidate
- 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
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body

Use of word processors

Please refer to the specific centre policy document *Exams – Access Arrangements Policy* for details of the use of word processors.

2. Requesting access arrangements

Roles and responsibilities (these lists are not exhaustive)

SENCo

- 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

Assessor of candidates with learning difficulties

- Follows guidance in AA² (chapter 8) to process approval applications for access arrangements for those qualifications included
- Applies for approval where this is required, through JCQ online access arrangements portal (CAP), or through the awarding body where qualifications sit outside the scope of JCQ*

* For the current academic year, these qualifications are:

- NCFE: Health and Fitness, Graphic Design, Food and Cookery
- BTEC: Travel and Tourism, Creative Media Production, Music Practice
- RSL: Creative and Performing Arts
- Ensures appropriate and required evidence is held on file to confirm validation responses including (where required) the completion of JCQ Form 8 (Application for access arrangements – Profile of learning difficulties), and/or centre based evidence including concise file note(s) on centre headed paper, signed and dated, and a body of evidence to substantiate the candidate's normal way of working within the centre (Form 8 must only be used for candidates with learning difficulties who are not subject to a current EHCP or Statement of Special Educational Needs or those requiring a Language Modifier.)
- Ensures where Form 8 is required to be completed, the form is signed (a handwritten, electronic or typed signature is acceptable) and dated as required **prior** to approval being sought and that the form is provided for processing and inspection purposes (This may be a hard copy paper version or an electronic version)
- Ensures the names of all other assessors, who are assessing candidates studying qualifications covered by JCQ are entered into CAP to confirm their status including any professionals working outside the centre
- Confirms by ticking the 'Confirmation' box prior to submitting the application for approval that the 'malpractice consequence statement' has been read and accepted
- Makes an *awarding body referral* through CAP where the initial application for approval may not be approved by CAP, where it is deemed by the centre that the candidate does meet the criteria for the arrangement(s)
- Ensures that arrangements, and approval where required, are in place before a candidate takes their first exam or assessment (which is externally assessed or internally assessed/externally moderated)
- Ensures that where approval is required that this is processed at the start of the course and at the latest by the awarding body deadline

- Maintains a file/e-folder for each candidate (the required documentation for a candidate will either be all in hard copy within the candidate's file or all in electronic format within the candidate's e-folder) that will include:
 - completed JCQ/awarding body application forms and evidence forms
 - appropriate evidence to support the need for the arrangement where required
 - appropriate evidence to support normal way of working within the centre
 - in addition, for those qualifications covered by JCQ (where approval is required), a print out/PDF of the CAP approval and a signed candidate personal data consent form (which provides candidate consent to their personal details being shared)
- Presents the files/e-folders when requested by a JCQ Centre Inspector and addresses any queries/questions raised (In the event of an IT failure at the time of an inspection is able to access the required documentation in an alternative format, e.g. a memory stick or hard copy)
- If the SENCo is unavailable, presents the files/e-folders of access arrangements candidates when requested by a JCQ Centre Inspector and addresses any queries/questions raised
- Liaises with teaching staff regarding any appropriate modified paper requirements for candidates
- Liaises with the Exams Officer to ensure arrangements are in place to either order a non-interactive electronic (PDF) question paper or to open question paper packets in the secure room within 90 minutes of the published starting time for the exam where the centre is permitted to modify a timetabled written component exam paper (copy on coloured paper, enlarge to A3 or copy to single sided print)

Exams officer (EO)

- Is familiar with the entire contents of the annually updated JCQ publication [GR¹](#) and is aware of information contained in [AA²](#) where this may be relevant to the EO role
- Following the appropriate process;
 - Orders published modified papers, by the awarding body's deadline for the exam series, where these may be required for a candidate
 - Orders a non-interactive electronic (PDF) question paper, by the awarding body's deadline for the exam series, where these may be required for a candidate
 - Opens question paper packets in the secure room within 90 minutes of the published starting time for the exam where the centre is permitted to modify a timetabled written component exam paper (e.g. copy on coloured paper, enlarge to A3 or copy to single sided print), where these may be required for a candidate

3. 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 [ICE³](#).

Head of centre

- Supports the SENCo, 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

SEnCo

- 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)
- Appoints appropriate centre staff as facilitators to support candidates (practical assistant, prompter, Language Modifier, reader, scribe or Communication Professional)
- Ensures facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangement(s)
- 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 a facilitator acting as a Prompter is aware of the appropriate way to prompt depending on the needs of the candidate
- Ensures a facilitator acting as a Prompter is not be the candidate's own subject teacher and must not be a relative, friend or peer of the candidate (understanding that a private tutor cannot act as a prompter for the candidate)

Assessor of candidates with learning difficulties

- Ensures a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for them, and ensures the candidate understands what will happen at exam time
- 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
- Liaises with the exams officer (EO) regarding facilitation and invigilation of access arrangement candidates in exams

- Liaises with the EO where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of exams
- Liaises with the SENCo and other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams
- Where required for emergency (temporary) access arrangements, applies for approval through CAP or through the awarding body where qualifications sit outside the scope of JCQ
- Monitors the usage of arrangements by candidates during internal/mock exams and where a candidate has not used an arrangement, considers withdrawing the arrangement, provided the candidate will not be placed at a substantial disadvantage

Exams officer

- Understands and follows instructions for Invigilation arrangements for candidates with access arrangements and Access arrangements in [ICE³](#)
- Ensures exam information (JCQ information, timetables etc.) is adapted where this may be required for a disabled candidate to access it
- Monitors, in internal tests/mock exams, the use of arrangements granted to a candidate and shares information with the Appointed Assessor
- 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
- Ensures where the candidate's own subject teacher will be used (in exceptional circumstances) as a facilitator, an invigilator will be present at all times
- Ensures where a facilitator is allocated to support a candidate under exam conditions that they will not be a relative, friend, peer or private tutor of the candidate
- Ensures invigilators supervising access arrangement candidates are trained in their role and understand the invigilation arrangements required for access arrangement candidates and the role of any facilitator
- Ensures cover sheets, where these are required by the arrangement, are completed as required by facilitators
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates
- Liaises with the SENCo regarding rooming of access arrangement candidates
- Ensures appropriate seating arrangements are in place where different arrangements may need to be made for a candidate to facilitate access to their exams
- Ensures candidates with access arrangements are clearly identified on exam room seating plans and invigilators are made aware of the arrangements awarded to each candidate
- 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, secure exam question paper packets may need to be opened early so the facilitator (Language Modifier, Live Speaker, Communication Professional **only**) may have access to the question paper 60 minutes prior to the awarding body's published starting time for the exam in order to prepare
- Provides cover sheets prior to the start of an exam where required for particular access arrangements and ensures that these have been fully completed before candidates' scripts are dispatched to examiners/markers
- 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

Other relevant centre staff (e.g. LSAs, exam invigilators)

- Support the SENCo and the exams officer to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams
- Is familiar with the instructions for Invigilation arrangements for candidates with access arrangements and Access arrangements in [ICE³](#)

Internal assessments

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

Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'.

SEnCo

- Liaises with teaching staff to implement appropriate access arrangements for candidates
- Ensures facilitators supporting candidates are appropriately trained and understand the rules of the particular access arrangement(s)

Assessor of candidates with learning difficulties

- Ensures centre-delegated and awarding body approved arrangements are in place prior to a candidate taking their 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 their first examination/assessment
- Ensures cover sheets are completed as required by facilitators
- Liaises with the teacher where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of their formal supervised assessment

Teaching staff

- Support the SENCo in implementing appropriate access arrangements for candidates
- Provide the SENCo with assessment schedules to ensure arrangements are put in place when required
- Liaise with the SENCo regarding assessment materials that may need to be modified for a candidate

Internal exams (Trial exams)

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

SENCo

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

Teaching staff

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

4. Good practice in 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)	Arrangement(s) explored	Centre actions
A serious medical condition which prevents the candidate from taking exams in the centre	Alternative site for the conduct of examinations Supervised rest breaks	<p><i>SENCo gathers evidence to support the need for the candidate to take exams at home</i></p> <p><i>Pastoral Assistant Headteacher provides written statement for file to confirm the need</i></p> <p><i>Approval confirmed by SENCo; CAP approval for both arrangements not required</i></p> <p><i>Pastoral Assistant Headteacher discussion with candidate to confirm the arrangements should be put in place</i></p> <p><i>EO submits 'Alternative site form' for timetabled written exams to awarding body/bodies online through CAP</i></p> <p><i>An on-line submission must only be made for timetabled written examinations in the following qualifications...</i></p> <p><i>EO provides candidate with exam timetable and JCQ information for candidates</i></p> <p><i>Pastoral Assistant Headteacher confirms with candidate the information is understood</i></p> <p><i>Pastoral Assistant Headteacher agrees with candidate that prior to each exam will call to confirm fitness to take exam</i></p> <p><i>EO allocates invigilator(s) to candidate's timetable; confirms time of collection of exam papers and materials</i></p> <p><i>Invigilator monitors candidate's condition for each exam and records any issues on incident log</i></p> <p><i>Invigilator records rest breaks (time and duration) on incident log and confirms set time given for exam</i></p> <p><i>Invigilator briefs EO after each exam on how candidate's performance in exam may have been affected by his/her condition</i></p> <p><i>EO discusses with Pastoral Assistant Headteacher if candidate is eligible for special consideration (candidate present but disadvantaged)</i></p> <p><i>EO processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence</i></p> <p><i>Pastoral Assistant Headteacher informs candidate that special consideration has been requested</i></p>

Persistent and significant difficulties in accessing written text	Reader/ computer reader 25% Extra time Separate invigilation within the centre	<p><i>Confirms candidate is disabled within the meaning of the Equality Act 2010</i></p> <p><i>Papers checked for those testing reading</i></p> <p><i>Computer reader/examination reading pen sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded</i></p> <p><i>A short concise file note produced on centre headed paper, signed and dated kept on file, confirming the nature of the candidate's impairment and that the use of a computer reader and/or a reader reflects his/her normal and current way of working within the centre</i></p> <p><i>(25% Extra time - Form 8 completed as appropriate)</i></p> <p><i>Supporting evidence, AAO approval and signed candidate personal data consent form kept on file</i></p>
Significant difficulty in concentrating	Prompter Separate invigilation within the centre	<p><i>Gathers evidence to support substantial and long-term adverse impairment</i></p> <p><i>Confirms with candidate how and when they will be prompted</i></p> <p><i>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 separate room)</i></p>
A wheelchair user	Desk Rooms Facilities Seating arrangements Practical assistant	<p><i>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</i></p> <p><i>Provides height adjustable desk in exam room</i></p> <p><i>Allocates exam room on ground floor near adapted bathroom facilities</i></p> <p><i>Spaces desks to allow wheelchair access</i></p> <p><i>Seats candidate near exam room door</i></p> <p><i>Confirms arrangements in place to assist the candidate in case of emergency evacuation of the exam room</i></p> <p><i>Practical assistant cover sheet printed from CAP; to be completed by facilitator and inserted inside the candidate's work where this may be applicable to the assessment</i></p>

1 https://www.icq.org.uk/wp-content/uploads/2022/08/Gen_regs_approved_centres_22-23_FINAL-1.pdf

- 2 https://www.jcq.org.uk/wp-content/uploads/2022/08/AA_regs_22-23_FINAL.pdf
- 3 https://www.jcq.org.uk/wp-content/uploads/2022/10/ICE_22-23_Oct22_FINAL.pdf