



# Disability Policy

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<b>Version</b>	1.0	
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# Contents

**Purpose**

**Equality Legislation**

## Purpose

This document is provided as an exams-specific supplement to the *centre-wide disability/accessibility policy/plan* which details how the centre will:

*towards disabled candidates as defined under the terms of the Equality*

*applications for reasonable adjustments and make reasonable adjustments to the service the*

[Quote taken directly from section 5.4 of the JCQ publication [General regulations for approved centres](#) 2018-2019]

This publication is further referred to in this policy as **GR**.

Manager, and must reflect the support normally given to the candidate in the centre (normal way of working). Where possible, access arrangements should always be processed at the start of the course.

## **Roles and Responsibilities**

### Learning Support Manager

arrangement

Ensures an appropriately qualified assessor(s) is appointed, evidence of the

Collates appropriate evidence and develops Exams Concession list to be forwarded to Exams Officer so applications can be made

Determines use of Word Processor, in line with AO regulations, using normal way of

### Exams Officer

Submits completed access arrangement applications to the awarding bodies, before deadlines, including modified papers etc.

Together with Curriculum Manager and Learning Support Manager, arranges access arrangements, rooming and separate invigilation for candidates who need access arrangements for exams Assessors

Must state their qualifications in the reports they produce, must be active members of PATOSS and must attend an expected number of CPD and training, conferences etc. to maintain their assessor status, in addition to having the qualifications (this fulfils GR 5.4, AA 7.3 *correct procedures are followed*)

Conducts appropriate assessments to identify the need(s) of a candidate

Provides appropriate evidence to confirm the need(s) of a candidate

Completes appropriate documentation as required by the regulations of JCQ and the uW\*n0.00000dl891TEMC /P AMCn0 g0 arranges access



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.

<b>Example of candidate need(s)</b>	<b>Arrangements explored</b>	<b>Centre Actions (EO, LSM, CMs, DLs)</b>
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**Persistent and significant difficulties in accessing written text**