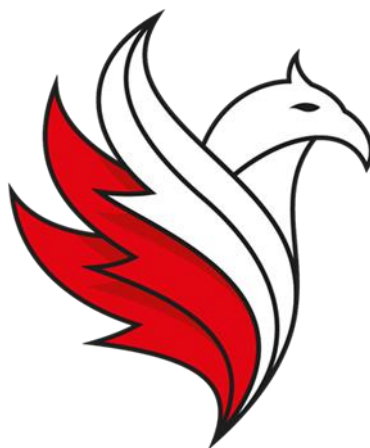




Kibworth Mead Academy Equality Exams Policy 2026-27

Last reviewed	16/09/2026	V Cropley (Exams Manager)
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Disability Exams Policy

Kibworth Mead Academy is committed to equality and is keen to promote a learning and working environment that is inclusive, celebrates diversity and does not discriminate against any group.

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

- *recognise its duties towards disabled candidates, ensuring compliance with all aspects of the Equality Act 2010, particularly Section 20 (7). 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. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid; or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect.*

[Quote taken directly from section 5.4 of the JCQ publication General Regulations for Approved Centres]

Purpose:

To ensure that all access arrangements and special consideration regulations and guidance are consistent with the current regulations and the Equality Act 2010 in terms of:

- Identifying a physical or mental impairment
- Looking into adverse effects and assessing which are substantial,
- Considering if substantial adverse effects are long term,
- Judging the impact of long-term adverse effects on normal day-to-day activities.

Identifying, requesting and applying the need for access arrangements

Responsibilities:

Head of Centre

- Ensures an appropriately qualified assessor is appointed. Copies of qualification on file.
- Is familiar with the entire contents of the annually updated JCQ publications including general regulations and Access Arrangements and Reasonable Adjustments
- 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.

Senior Leaders

- Are familiar with the entire contents of the annually updated JCQ publications including general regulations and Access Arrangements and Reasonable Adjustments
- In the absence of the SENCo will submit access arrangements to JCQ based on evidence collated by the SEND team.

SENCo

- A candidate's special needs requirements are determined by the SENCo and educational psychologist/specialist teachers.

- Is familiar with the entire contents of the annually updated JCQ publications including general regulations and Access Arrangements and Reasonable Adjustments
- The SENCo will assess whether students qualify for special access arrangements
- Will monitor information provided from teaching staff on a student's use of access arrangements and will potentially withdraw an arrangement when it is not used by a student and does not, as a result, put them at a substantial disadvantage.
- Ensures that when approval is required the application is processed on time and no later than the awarding body's published deadline.
- Ensures that the full supporting evidence is in place before an online application is processed.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo using the awarding bodies' published procedures
- Ensures that the access arrangements/reasonable adjustments approved allow the candidate to access the assessment, but does not result in the candidate gaining an unfair advantage.
- The SENCo will inform the Heads of Department, Examinations Officer, students and parents/guardian or carers of any special arrangements that individual candidates can be granted during a course leading to an exam internally or externally.
- Rooming for access arrangement candidates will be arranged by the Examinations officer with support from the SENCo.
- Invigilation for Access arrangement candidates will be organised by the Examinations Officer. Support will be organised by the SENCo.
- Liaises with the exams officer where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of the exams.
- Maintains a file/e-folder for each candidate (the required documentation for a candidate will be in hard copy within the candidate's file/each of the required documents held electronically 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 AAO (where approval is required) a printout/PDF of the AAO approval and a signed candidate personal data consent form (which provides candidate consent to their personal details being shared)
 - completion of 'data protection confirmation by the SENCO' acknowledged before an application is processed online.

Teaching Staff

- Are familiar with the entire contents of the annually updated JCQ publications including general regulations and Access Arrangements and Reasonable Adjustments
- Inform the SENCo of any support that might be needed by a candidate for NEA work
- Monitors, in internal tests/mock exams, the use of arrangements granted to a candidate and where a candidate has never made use of the arrangement will inform the SEND department.

Support Staff (Learning support assistants/communication support workers)

- Provide comments/observations to support the SENCo in painting a holistic picture of need confirming normal way of working for a candidate

- Assist in the facilitating of the access arrangement

Assessor of candidates with learning difficulties

- Is appropriately qualified for assessing candidates for Access Arrangements
- Has a detailed understanding of the JCQ publication Access Arrangements and Reasonable Adjustments

Exams Officer

- The Exams Officer will inform the invigilators, of any access arrangements that individual candidates may be granted during exams.
- Submitting completed special consideration applications to the awarding bodies is the responsibility of the Examinations Officer using the awarding bodies' published procedures.
- Rooming for access arrangement candidates will be arranged by the Examinations officer with support from the SENCo.
- Invigilation for Access arrangement candidates will be organised by the Examinations Officer. Support will be organised by the SENDCo.
- Ensures person appointed to facilitate an access arrangement is not a relative, friend, peer, subject teacher or private tutor of the candidate.
- Understands that where permitted/approved, a secure question paper packet may need to be opened early in the secure room to facilitate the Live Speaker having access to the transcript of the Listening examination 60 minutes prior to the awarding body's published start time for the exam in order to prepare.

Equality Legislation

Kibworth Mead Academy will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the Head of Centre.

Kibworth Mead Academy will take every step to ensure that students with a disability are afforded the best possible opportunities for the completion of their exams. This will include the following:

- Students who suffer an injury just before, or during the exam period will be assessed and found a suitable venue if they are unable to access the exam hall.
- The Examinations Officer should be notified if there are any exceptional health issues.
- Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate
- Recruitment of invigilators will follow normal school policy with regards to disabled applicants.
- Should a student require any access arrangement this will be processed by the SENCo as soon as the centre is made aware of the need.
- Specialist equipment will be provided by the school should there be a need e.g. computer access.
- Should the disability require the aid of a scribe or a reader, this will be provided by the school.

Premises

Kibworth Mead Academy has a number of different venues for the use of exams with wheelchair access. The main school building is all on one level with ramps where appropriate. The Maths Block has two floors but has a lift which can be accessed and operated by a key. All wheelchair users are issued with their own key.

Facilitating access - examples

Type of Disability or Disadvantage	Centre Solution
Wheelchair user	The main exam hall is the Sports Hall which is all at ground level. A disabled toilet is also available. Smaller venues within the school are accessible via the lift. Disabled toilets are available on the ground floor.
Use of crutches or other lower limb complaint	The main exam hall is the Sports Hall which is all at ground level. A disabled toilet is also available. Smaller venues within the school are accessible via the lift. Disabled toilets are available on the ground floor.
Broken arm/collar bone/finger or other such complaint	The candidate will be assessed for a laptop, scribe and possibly extra time.
Generally feeling unwell	Arrangements will be made for the candidate to be situated in a more convenient position within the exams venue. Rest breaks would also be considered.
Visual disability	All exam rooms are well lit. Candidates are permitted the use of coloured overlays which are placed on their desks prior to the exam. Candidates with severe visual disabilities are usually referred to the Visual Impairment team who advise on any arrangements necessary. Seating is arranged towards the front of the room.
Hearing disability	Candidates will be seated towards the front of the room. Candidates with severe hearing disability may have use of a live speaker for pre-recorded exam components, or a sign language interpreter.
Learning disability	Candidates are assessed and permitted the use of a Laptop, Scribe, Reader and/or Extra Time as recommended and approved by the SENCo and JCQ.

Medication	Candidates who need to take prescribed medication during an exam need to liaise with their Year Head and the first aider in the first instance. This will then be communicated to the Examinations Officer.
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Note JCQ AA (section 5.16); Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.