

THE TELFORD PRIORY SCHOOL



Member of Leadership Team with Responsibility for Update of Policy	Jennifer Smith
Headteacher	Stacey Jordan
Date adopted by the School Standards Committee	Dec 2022
Policy Review Cycle	Annually
Date for Policy Review	October 2023

ALL EVENTUALITIES (EXAMINATIONS) POLICY

The Telford Priory School All Eventualities (Examinations) Policy

Equality Act 2010	All exam invigilators receive an introductory summary of the Equality Act 2010.
Evacuation Procedures	Exam Invigilators read out the evacuation procedure at the start of the exam, the procedure is displayed outside the exam room. Exam invigilators are made aware of candidates with disabilities and their attention is drawn to how they may need to adapt the procedure to accommodate their needs.
Form of Communication	Exam invigilators are made aware of candidates who may need the method in which they communicate adapting to enable them to access all the relevant information and instructions.
Information	Candidates and their parent / carer will be provided with electronic copies of the JCQ documents <i>Information for candidates</i> . Adaptations to this method of communication will be made for any candidate who is unable to access the information.
Stress and Anxiety	Candidates who find coping in the main exam room difficult may request on receipt of medical evidence and at the discretion of the Special Educational Needs Coordinator (SENCO) for separate invigilation.
Wheelchair Access	Candidates and invigilators in a wheelchair are located in an accessible room to enable them to move around easily.
Feeling Unwell	Exam invigilators are made aware of candidates who have made it known they are feeling unwell. The candidates will either be sat close to the exit door to minimise disruption should they need to leave the exam room or alternatively separate invigilation may be considered. Pre-existing medical conditions are made known to exam invigilators.
Seating	Standard seating and exam desks are used. Consideration will be given to adapting the desk or chair to accommodate a candidate if they have a disability that affects their posture or they find it difficult to sit for a prolonged period of time.
Access Arrangements	Exam invigilators are made aware of a candidate's area of need and are introduced to them prior to the exam taking place.
Rest Breaks	Candidates entitled to rest breaks are made known to the exam invigilators. Additional exam invigilators are assigned to the exam room to enable the candidate to leave the room whilst still maintaining the security of the exam.
On Screen Tests	Consideration is given to adapting the hardware / software to make on-screen tests accessible to candidates with a sensory or multi-sensory impairment.
Emergency Arrangements for Disability	Candidates requiring emergency access arrangements due to a broken limb or other disability are assessed on an individual basis and arrangements are made in line with JCQ regulations.