National Star

Realising the aspirations of people with disabilities

Working with National Star
Disability (Exams) Policy

1. About this Policy

1.1 JCQ General Regulations for approved centres (section 5.4) states that the centre must:

'recognise its duties towards disabled candidates ensuring compliance with all aspects 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…*

**or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect'*

1.2 To ensure all access arrangements for examinations are made in accordance with current JCQ General Regulations.

2. Scope

2.1 This policy applies to all examinations required for certificated courses offered by the National Star.

3. Policy Statement

3.1 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:

- Identifying the need for appropriate arrangements, reasonable adjustments and / or adaptations (referred to in this policy as 'access arrangements').
- Requesting access arrangements.
- Implementing access arrangements and the conduct of exams.
- Good practice in relation to the Equality Act 2010.
- Ensuring that any arrangements put in place do not unfairly disadvantage or advantage disabled candidates.

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4. Relationship with other policies

- Student Appeals Policy
- Equality Diversity & Inclusion Policy
- Access Arrangements Procedures
- Learning Policy
- Assessment Policy

5. Review

5.1 The policy will be reviewed annually and approved by the board of Governors every three years.

Senior Manager responsible	Reviewed by	Approved by	Date approved	Next review date
Principal	S Welch	M Saunders (Governors)	25/4/22	March 2025

Procedures

6. Implementation

6.1 **Relevant Senior Leaders and Managers**
Will be familiar with the annually updated JCQ publications, including the General Regulations and Access Arrangements documents.

6.2 **Standards and Examinations Co-ordinator**
Has full knowledge and understanding of the contents, refers to and directs relevant centre staff to the annually updated JCQ General Regulations and Access Arrangements documents.

The Standards and Examinations Co-ordinator will:

- Ensure the quality of the access arrangements process within the centre.
- Ensure staff are aware of the responsibilities and processes in identifying, requesting and implementing access arrangements for candidates.
- Ensure an appropriately qualified assessor is appointed, should it be necessary, and that evidence of the qualifications of the person appointed is held on file.
- Ensure that any assessments carried out, and all arrangements put in place, comply with JCQ and awarding body regulations and guidance.
- Ensure a statement is provided which details the criteria the centre uses to award and allocate word processors for exams.
- Work with teaching staff, and relevant support staff, to ensure centre-delegated and awarding body-approved access arrangements are put in place for candidates taking internal and external exams/assessments.
- Provide information to evidence the normal way of working of a candidate.
- Ensure that arrangements, and approval where required, are in place before a candidate takes his/her first exam or assessment (which is externally assessed or internally assessed/externally moderated).
- Maintains a file for each candidate 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.
    - A printout of the AAO approval and a signed data protection notice (which provides candidate consent to their personal details being shared).
- Present the files when requested by a JCQ Centre Inspector.
- Liaise with teaching staff regarding any appropriate modified paper requirements for candidates.

6.3 **Teaching staff**
Will inform the Standards and Examinations Co-ordinator of any support that might be needed by a candidate.

6.4 **Support staff (for example, Education Facilitators, Teaching Assistants and Speech and Language therapists)**
Will provide comments/observations to support the teaching staff and Standards and Examinations Co-ordinator in painting a holistic picture of need confirming normal way of working for a candidate.

6.5 **Use of Word Processors**

The following is the Statement by Head of Centre regarding the use of word processors in examinations:

‘Candidates will be allowed to use a word processor if this is their normal way of working. This will be the case where a candidate has limited manual dexterity, insufficient to allow them to handwrite, and a standard or adapted keyboard is their normal method of written communication. In addition, learners who use AAC devices may also use a word processing function, either through touchscreen, grid or eye gaze where this constitutes their normal way of working.

Where spelling or grammar are being assessed, these functions will be disabled on the word processor.’

6.6 **Support, Advice and Communication**

Staff requiring support with any aspect of this policy should in the first instance request support from the Standards and Examinations Co-ordinator. Additional support can be obtained from relevant awarding bodies through external training and supporting documentation. It will be available to staff and students on the National Star intranet.