



# The BRIT School

## Equalities Policy (Exams)

2025-2026

### KEY STAFF INVOLVED

Role	Name(s)
Head of Centre	Stuart Worden
Senior Leaders	Ray Oudkerk Katie Findlater
Exams Officer	Charlotte Byrne
SENCo	Lakshmy Rajah
Assessor(s)	
Access arrangement facilitator(s)	

### **Purpose of the policy**

This document is provided as an exams-specific supplement to the centre-wide equalities and/or disability/accessibility policy 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, to submit applications for reasonable adjustments through the access arrangements process and to make reasonable adjustments to the services 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.

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 .

#### The Equality Act 2010 definition of disability

A definition is provided in the JCQ document (Adjustments for candidates with disabilities and learning difficulties) Access Arrangements and Reasonable Adjustments 2025-2026.

## Identifying the need for access arrangements

### Roles and responsibilities

- The Head of Centre is familiar with the entire contents, refers to and directs relevant staff to the annually updated JCQ documents including GR / AA.
- The senior leader(s) are familiar with the entire contents of the annually updated JCQ documents including GR and AA.
- The SENCo has full knowledge and understanding of the contents, refers to and directs relevant staff to the annually updated JCQ document AA.
- Teaching staff (where appropriate) inform the SENCo of any concerns, observations or feedback about a candidate or any support that might be needed by a candidate.
- Support staff (eg, LSA's, Teaching Assistants etc.) where appropriate, provide comments and observations to support the SENCo to 'paint a holistic picture of need', confirming normal way of working for a candidate.
- An assessor of candidates with learning difficulties will be an appropriately qualified access arrangements assessor/psychologist/specialist teacher assessor), and has detailed understanding of the JCQ publication AARA.

### Use of word processors

Our Word Processor policy is available on the School website.

## Requesting access arrangements

### Roles and responsibilities

The 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. Ensures relevant candidates are informed that an application for access arrangements will be processed using Access arrangements online, complying with the UK GDPR and the Data Protection Act 2018.

The Exams officer will be familiar with the entire contents of the annually updated JCQ publication GR and is aware of information contained in AA where this may be relevant to their role.

## **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 (ICE).

- The 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
- The 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).
- The Exams officer understands and follows instructions for Invigilation arrangements for candidates with access arrangements and Access arrangements in ICE 2025-2026.
- Other relevant centre staff will 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. (IT set up computers/readers, Site staff set up rooms etc.)

#### **Internal assessments**

These are non-examination assessments (NEA) which are normally set by a centre/awarding body, marked and internally moderated/standardised by the centre and externally moderated by the awarding body. However, 'NEA' is not limited to internal assessment as externally marked and/or externally set practical examinations taken at different times across centres are also classified as 'NEA'.

- The SENCo liaises with teaching staff to implement appropriate access arrangements for candidates, ensures candidates are aware of the access arrangements that are in place for their assessments and ensures a candidate has had appropriate opportunities to practise using the access arrangement(s) before their first examination.
- The Exams officer will provide the SENCo with assessment schedules to ensure arrangements are put in place when required, and liaise with the SENCo regarding assessment materials that may need to be modified for a candidate.
- Teaching staff will support the SENCo in implementing appropriate access arrangements for candidates.

#### **Internal exams/assessments**

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

- The SENCo liaises with teaching staff to implement appropriate access arrangements for candidates.
- The Exams Officer will provide the SENCo with an internal exam timetable to ensure arrangements are put in place when required.

- Teaching staff will support the SENCo in implementing appropriate access arrangements for candidates, and provide exam materials that may need to be modified for a candidate

### 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)	Arrangements explored	Centre actions
A medical condition which prevents the candidate from taking exams in the centre	Alternative site for the conduct of examinations  Supervised rest breaks	<p>SENCo gathers evidence to support the need for the candidate to take exams at home and for SRB</p> <p>Pastoral head provides written statement for file to confirm the need</p> <p>Approval confirmed by SENCo; AAO approval for both arrangements not required</p> <p>Pastoral head discussion with candidate to confirm the arrangements which should be put in place</p> <p>EO submits 'Alternative site form' for timetabled written exams to awarding body/bodies online using CAP</p> <p>An on-line submission must only be made for timetabled written examinations in the following qualifications...</p> <p>EO provides candidate with exam timetable and JCQ information for candidates</p> <p>Pastoral head confirms with candidate the information is understood</p> <p>Pastoral head agrees with candidate that prior to each exam will call to confirm fitness to take exam</p> <p>EO allocates invigilator(s) to candidate's timetable; confirms time of collection of exam papers and materials</p> <p>Invigilator monitors candidate's condition for each exam and records any issues on incident log</p> <p>Invigilator records supervised rest breaks (time and duration) on incident log and confirms full time given for exam</p> <p>Invigilator briefs EO after each exam on how candidate's performance in exam may have been affected by his/her condition</p>

		<p>EO discusses with pastoral head if candidate is eligible for special consideration (candidate present but disadvantaged)</p> <p>EO processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence, supported by appropriate evidence signed by a member of the senior leadership team (Evidence retained until after the publication of results)</p> <p>Pastoral head informs candidate that special consideration has been requested</p>
Persistent and significant difficulties in accessing written text	<p>Reader/computer reader</p> <p>25% Extra time</p> <p>Alternative rooming arrangements</p>	<p>Confirms candidate is disabled within the meaning of the Equality Act 2010</p> <p>Papers checked for those testing reading</p> <p>Computer reader/examination reading pen sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded</p> <p>Candidate informed that an application for access arrangements will be processed using Access arrangements online</p> <p>AAO application for approval processed</p> <p>Supporting evidence and AAO approval kept on file</p>
Significant difficulty in concentrating	<p>Prompter</p> <p>Alternative rooming arrangements</p>	<p>Gathers evidence to support substantial and long term adverse impairment</p> <p>Candidate informed that an application for access arrangements will be processed using Access arrangements online</p> <p>AAO application for approval processed</p> <p>Supporting evidence and AAO approval kept on file</p> <p>Confirms with candidate how and when they will be prompted</p> <p>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 alternative room)</p>
A wheelchair user	<p>Desk</p> <p>Rooms</p> <p>Facilities</p> <p>Seating arrangements</p> <p>Practical assistant</p>	<p>Candidate informed that an application for access arrangements will be processed using Access arrangements online</p> <p>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</p> <p>Supporting evidence and AAO approval kept on file</p> <p>Provides height adjustable desk in exam room</p> <p>Allocates exam room on ground floor near adapted bathroom facilities</p> <p>Spaces desks to allow wheelchair access</p>

		<p>Seats candidate near exam room door</p> <p>Confirms arrangements in place to assist the candidate in case of emergency evacuation of the exam room</p> <p>Practical assistant cover sheet printed from AAO; to be completed by facilitator and inserted inside the candidate's work where this may be applicable to the assessment</p>
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