



This policy is based on a 'Southfield School' policy, which closed on 31 December 2016. This policy has been adopted as far as possible following the sponsored conversion to Northern House Academy Trust. The policy is due for full review and will be done so at the earliest opportunity by the Local Governing Body of Northern House School (Wokingham), within a period of 6 months.

Disability Discrimination Act Policy for Exams

Northern House School (Wokingham) 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. In line with the guidance from the QCDA, the following guidance document has been produced. This guidance can be found in the Exams Office and on the school website.

Northern House School (Wokingham) Access Statement:

As far as is reasonably practical, Northern House School (Wokingham) examinations department will ensure:

- Lighting is appropriate for Candidates
- Premises will meet legal and DDA requirements
- Adapted facilities are provided as necessary
- The needs of all students will be considered in the event of an emergency evacuation
- Evacuation procedures will be provided at the beginning of each exam
- Appropriate seating/seating arrangements will be arranged in line with the candidates needs
- Access arrangements will be applied for and put in place according to the individuals needs and with the agreement of the Awarding Bodies.

Policy for Examinations.

The Building Statement of Need Current Provision of Lighting:

Ensure that the entrances to the centre and corridors approaching the examination rooms are well lit.

Ensure lighting is suitable for use both during the day and in the evenings and is well maintained.

All lighting meets the legal H&S requirements.

All corridors and entrances to the Exams areas in school are well lit, either by natural light or by fluorescent lighting.

The Lend Lease team are responsible for ensuring that the lighting is fit for purpose and operating correctly.

Accessibility:

Tactile surfaces to highlight any steps, stairways or changes in level.

Wheelchair access in corridors

All stairwells in school meet legal requirements.

Corridors are wide enough to allow easy access for wheelchairs users and the school has a ramp which can easily be put in place for access to the main examination room.



Accommodation:

Exam rooms should be located close to an adapted toilet.

Facilities should be in place to open the door from the outside in an emergency.

The adapted toilets provide basic welfare facilities. Where any further need is identified, facilities will be put in place to support the need.

All adapted toilets are accessible from the outside in case of an emergency and an emergency cord is situated inside the toilet room.

Emergency Evacuation:

Ensure that both disabled candidates and staff are aware of the emergency evacuation procedure to ensure that disabled candidates can be safely evacuated from the building whatever their disability or impairment.

We comply with the school procedure for Emergency Evacuation where each building has fire marshals to ensure smooth evacuation in the event of an emergency.

Invigilators are made aware of any specific evacuation procedure in place for a student with a disability.

Exams Officer/Invigilators ensure that all candidates are aware of the evacuation procedures at the beginning of an exam.

Where we have prior knowledge of a mobility issue, we would make evacuation arrangements according to the individual needs. Candidates who use a wheelchair would be located close to the door to allow them to enter and leave the exam room.

Seating:

Ensure that seating is appropriate and comfortable for those who may have a disability that affects seating and posture.

Ensure candidates who may become unwell are able to leave the room causing minimum disruption.

Seating is provided according to the individual requirements as identified by the SENCO.

Candidates who may need to leave the room during the exam due to the nature of their disability will be situated close to the exit.

Signage:

Ensure signs are reasonably sized, easily understood and where necessary, combine text, arrows, pictorial symbols and Braille.

Signs are as far as possible, simple, clear and consistent. They are generally displayed on A3 or A4.

The SENCO will assess individual needs and make sure appropriate arrangements are put in place to ensure information is accessible.

Resources:

Where computers are necessary for an examination, ensure that hardware and software have been properly adapted and tested for those who may use them.

Access arrangements will be put into place according to the individual needs.

Adapted keyboards, large screens and any appropriate software programs will be available as necessary.