



Exam Policy – The Disability Discrimination Act (DDA), Special Needs and Access Arrangements

Reviewed Date: September 2025

Next Review due: September 2026

Thornhill Community Academy recognises that pupils with temporary or permanent disabilities will require access arrangements or reasonable adjustments be put in place in order for them to continue with their examinations as normally as possible.

1. DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

2. Special needs

A candidate's special needs requirements are determined by the SENDCo and the educational psychologist/specialist teacher.

The SENDCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENDCo can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam. The Examinations, Data and Assessment Manager will send lists of access arrangement students to Heads of Department before each series of exams.

3. Access arrangements

All students with a physical disability or special education needs will have their individual needs assessed in advance and arrangements are put in place and shared with the student to ensure they have full access to all examinations.

Making special arrangements for candidates to take exams is the responsibility of the SENDCo and the Examinations, Data and Assessment Manager.

Submitting completed access arrangement applications and requests for modified papers to the awarding bodies is the responsibility of the SENDCo, these must be completed by the published deadline.

Rooming for access arrangement candidates will be arranged by the Examinations, Data and Assessment Manager with the SENDCo.

Support for the access arrangement candidates will be arranged by the SENDCo with the Examinations, Data and Assessment Manager.

Invigilation for access arrangement candidates will be arranged by the Examinations, Data and Assessment Manager with the SENDCo.

Invigilators will be informed of any access arrangement candidates prior to the examination.

It is acknowledged that disabled students or those with additional support needs may have individual examination requirements. Documentary evidence of additional needs or disabilities is coordinated by the Learning Support Department before individual exam arrangements will be considered.

Individual exam arrangements are not automatically 'put in place': they must be discussed and assessed with the Examinations, Data and Assessment Manager in advance. There is a deadline by which students must have applied for individual exam arrangements, this is the 21st February.

Late application for individual exam arrangements

Late applications for individual exam arrangements will only be accepted in exceptional circumstances. The Examinations, Data and Assessment Manager in consultation with the SEN department will determine whether late applications can be processed. Late applications will usually only be accepted if a student acquires a condition or disability which they could not have previously known about and therefore miss the application for individual exam arrangements. An example of acceptable late applications would be in the case of a broken limb.

EQUALITY IMPACT AUDIT AND ACTION PLAN

Put X in the PLUS column to indicate if you judge that the policy has a positive impact on a group.

Put X in the neutral column to indicate if you judge that the policy has a neutral impact on a group.

Put X in the MINUS column to indicate if you judge that the policy has a negative impact on a group.

In making a judgement *due regard* has been paid to the requirement to to:

- i. Eliminate unlawful discrimination, harassment and victimization
- ii. Advance equality of opportunity
- iii. Foster good relations

PROTECTED CHARACTERISTICS		PLUS	NEUTRAL	MINUS	ACTION
1	Age		x		
2	Disability	x			
3	Gender Reassignment		x		

4	Marriage and Civil Partnership		x		
5	Pregnancy and Maternity		x		
6	Race		x		
7	Religion or Belief		x		
8	Gender		x		
9	Sexual Orientation		x		
Other					