

## DDA Access Policy for Examinations

### The Building

Statement of Need	Current Provision
<b>Lighting:</b>	
<p>Ensure that the entrances to the centre and corridors approaching the examination rooms are well lit.</p> <p>Ensure lighting is suitable for use both during the day and in the evenings and is well maintained.</p>	<p>We are an Academy and all lighting meets the legal H&amp;S requirements.</p> <p>All corridors and entrances to the Exams areas in school are well lit, either by natural light or by fluorescent lighting.</p> <p>The site supervisors are responsible for ensuring that the lighting is fit for purpose and operating correctly.</p> <p>Additionally, the Exams team check the lighting in each room prior to an exam taking place and inform the site supervisors of any issues.</p>
<b>Accessibility:</b>	
<p>Tactile surfaces to highlight any steps, stairways or changes in level.</p> <p>Wheelchair access in corridors</p>	<p>All stairwells in the Academy meet both legal &amp; DDA requirements.</p> <p>All corridors in this building are wide enough to allow easy access for wheelchair users.</p> <p>A lift is available to gain access to the Exams floor. Usually all exams which require wheelchair access are located on the ground floor</p>
<b>Accommodation:</b>	
<p>Exam rooms should be located close to an adapted toilet.</p> <p>Facilities should be in place to open the door from the outside in an emergency.</p>	<p>The adapted toilets provide basic welfare facilities. Where any further need is identified, facilities will be put in place to support this need.</p> <p>All adapted toilets are accessible from the outside in case of an emergency.</p>
<b>Emergency Evacuation:</b>	
<p>Ensure that both disabled candidates and staff are aware of the emergency evacuation procedures to ensure that disabled candidates can be safely evacuated from the building whatever their disability or impairment.</p>	<p>We comply with the school procedure for Emergency Evacuation.</p> <p>Invigilators are made aware of any specific evacuation procedures in place for a student with a disability.</p> <p>Invigilators ensure that all candidates are aware of the evacuation procedures at the beginning of</p>

	<p>each exam.</p> <p>Where we have prior knowledge of a mobility issue, we would make evacuation arrangements according to the individuals needs. Candidates who use a wheelchair are located close to the door to allow them to easily enter and leave the examination room.</p>
Seating:	
<p>Ensure that seating is appropriate and comfortable for those who may have a disability that affects seating and posture.</p> <p>Ensure candidates who may become unwell are able to leave the room causing minimum disruption.</p>	<p>Seating is provided according to the individuals requirements as identified by the inclusion team.</p> <p>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.</p>
Signage:	
<p>Ensure signs are reasonably sized and easily understood.</p>	<p>St. Wilfrid's own exam signs are as far as possible, simple, clear and consistent. They are generally displayed on A3 to meet the needs of students with a disability.</p>
Resources:	
<p>Where computers are necessary for an examination, ensure that hardware and software have been properly adapted and tested for those who may use them.</p>	<p>Access arrangements will be put into place according to an individuals needs. Adapted keyboards, large screens and any appropriate software programs are available as necessary.</p>

### **St. Wilfrid's Church of England Academy Examinations Access Statement**

As far as is reasonably practicable, St. Wilfrid's 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 Body