



Ysgol Gymunedol Llangatwg Llangatwg Community School

Main Road | Cadoxton | Neath | SA10 8DB

LLANGATWG COMMUNITY SCHOOL EXAMINATIONS

Equal Opportunities and Disability Discrimination Policy

Llangatwg Community School 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 exams as normally as possible.

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.

A candidate's special needs requirements are determined by the ALNCO and the Educational Psychologist from the Local Authority. The ALNCO 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 ALNCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the ALNCO working with the Exams Officer as is submitting completed access arrangement applications to the awarding bodies. Rooming for access arrangement candidates will be arranged by the Exams Officer. Invigilation and support for access arrangement candidates will also be organised by the Exams Officer.

It is acknowledged that disabled students or those with SpLD's may have individual examination requirements. Documentary evidence of a SpLD or disability is coordinated by the ALNCO before individual exam arrangements will be considered. Individual exam arrangements are not automatically '*put in place*', they must be discussed and assessed with the Exams Officer in advance. There is a deadline by which students must have applied for individual exam arrangements, this is the 21st March.

Ysbrydoli Dyheu Llwyddo **Inspire Aspire Succeed**

Late application for individual exam arrangements

Late applications for individual exam arrangements will only be accepted in exceptional circumstances. The Exams Office in consultation with the ALNCO 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.

Allocation of scribes/readers

Students who may need to use a scribe (amanuensis) due to an injury must discuss this provision with the ALNCO and the Exams Office.