

<b>Full name of policy:</b>	<b>Disability Discrimination Act (DDA) Policy</b>
<b>Requirement for policy:</b>	To comply with the requirements comply with the requirements of the Disability Discrimination Act
<b>Name and post of person responsible:</b>	Dan Browning Executive Principal
<b>Highest School body approving the policy:</b>	School Leadership Team
<b>Date of approval:</b>	April 2016
<b>Frequency of review:</b>	Annual
<b>Dates of previous reviews:</b>	N/A
<b>Date of next formal review:</b>	November 2017
<b>Policy Reference:</b>	All policies can be located on the school website.
<b>Total number of pages: (Including appendices and front sheet)</b>	4 pages
<b>Comments:</b>	This policy should be read in conjunction with specific Awarding Body requirements and guidelines.

**King Richard School is committed to equality of opportunity and is keen to promote learning and working environment that is inclusive, celebrates diversity and does not discriminate against any group.**

### **King Richard’s School Examinations Access Statement**

As far as is reasonably practicable, King Richard’s School 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

### **Policy for Examinations**

#### ***The Building***

<b>Statement of Need</b>	<b>Current Provision</b>
<b>Lighting:</b>	
<p>Ensure that the entrances to the center 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 SCE school 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>Additionally, the Exams officer and the invigilators check the lighting in each room prior to an exam taking place and inform the school caretaker/helpdesk of any issues.</p>
<b>Accessibility:</b>	
<p>Wheelchair access in corridors</p>	<p>All corridors in main office building on the ground floor are wide enough to allow easy access for wheelchair users.</p>

<b>Accommodation:</b>	
Toilet facilities are accessible on the ground floor in the main office building.	The toilets provide basic welfare facilities. Where any further need is identified, facilities will be put in place to support this need.
<b>Emergency Evacuation:</b>	
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>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 each exam.</p> <p>Where we have prior knowledge of a mobility issue, we would make evacuation arrangements according to the individual's needs. Candidates who use a wheelchair are located close to the door to allow them to easily enter and leave the examination room.</p>
<b>Seating:</b>	
<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 school SENCO.</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 or in alternative room.</p>
<b>Signage:</b>	
Ensure signs are reasonably sized, easily understood and where necessary, combine text, arrows, pictorial symbols & Braille.	KRS 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.
<b>Resources:</b>	
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 an individual's needs.