

# **Haven High Technology College**

## **DDA Access Policy for Examinations**

Haven High Technology College is committed to equality of opportunity 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 college disability equality scheme and guidance from NAA, the following guidance document has been produced. Further guidance can be taken from the Disability Equality Scheme document dated December 2006.

This Access policy will be reviewed at the start of each academic year by the head of centre and the exams officer.

## The Building

Statement of Need	Current Provision
<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>Ensure that there is no lighting which may trigger seizures for those candidates with epilepsy.</p>	<p>All lighting meets the legal H&amp;S requirements.</p> <p>All corridors and entrances to the Exams areas in college are well lit, either by natural light or by fluorescent lighting.</p> <p>The Site Management team 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 management team of any issues.</p>
<p>Tactile surfaces to highlight any steps, stairways or changes in level.</p> <p>Wheelchair access</p>	<p>All stairwells in college 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>The majority of rooms used for examinations are situated on the ground floor.</p>
<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>
<p>Ensure that those who need to take medication during the course of an examination can do so in privacy and as speedily as possible.</p>	<p>Any student who needs to leave an examination room will do so under normal examination guidelines for students who need to leave. An adult will follow the student where they will be able to make use of the Medical Room</p>

## Emergency Evacuation Procedures

Statement of Need	Current Provision
<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>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 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

Statement of Need	Current Provision
<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 ALS 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

Statement of Need	Current Provision
<p>Ensure signs are reasonably sized, easily understood and where necessary, combine text, arrows, pictorial symbols &amp; Braille.</p>	<p>The colleges 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> <p>Signs using pictorial symbols and Braille will be supplied when required</p>

## Resources

Statement of Need	Current Provision
<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>

## **The Centre Examinations Access Statement**

As far as is reasonably practicable, the centre 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

Revised June 2009