



External Exams - Disability Procedures 2025 2026

The Henrietta Barnett School will take every available step to ensure that pupils with a disability are afforded the best possible opportunities for the completion of their exams. This will include the following:

Type of Disability or Disadvantage	Centre Solution
Learning Disabilities	Candidates within the Centre are assessed and approved the use of a Scribe, Reader and/or Extra Time, Transcribe or Supervised Rest Breaks, as appropriate.
Long Term Illness or Disability	Candidates with a long term illness or a disability that makes travel to the Centre difficult may exceptionally be allowed to sit their exams at home with permission from the individual Awarding Bodies.
Hearing Disability	Candidates may have the use of a sign language interpreter or a live speaker for pre-recorded exam components. Candidates may be accommodated in a room on their own and set out to comply with exam regulations.
Visual Disability	All exam rooms in the Centre are well lit and assistance is provided entering and exiting the room. Candidates can have access to modified papers including enlarged text.
Generally feeling unwell	Students may be allowed supervised rest breaks without penalty to the overall exam duration.
Broken arm/collar bone/finger or other such condition	The Centre will arrange for candidates to have a Scribe, laptop and/or extra time for the exam.
Use of crutches for broken leg or other lower limb complaint	The main exam room (Hall) is on the ground floor with easy access. Special seating can be arranged.
Wheelchair user	The main exam room (Hall) is on the ground floor.

All decisions and arrangements are made in accordance with the Joint Council for Qualifications (JCQ) regulations, which can be found in their document, "[*Adjustments for candidates with disabilities and learning difficulties: Access Arrangements and Reasonable Adjustments*](#)". This document includes details about what should be considered, deadlines for access applications, etc.

Exams Officer, Ms Nanan, works with the SENCO, Mrs Griffin (and link Educational Psychologist, Mrs Alexis Beaver), Mrs Leek, Junior Deputy Head and Mrs Walker (Director of Studies) to ensure that access arrangements are in place as appropriate for each individual. This policy should be read in conjunction with all the other school External Exams policies and the SEND policy.

Review & Update

This policy will be reviewed annually. It was last updated in October 2025.