

## Appendix

### 6.2 SEN Policy on Examination

The School SEN Team is responsible for handling and assessing SEN cases throughout the school year. With advice and supporting evidence by the relevant EDB sections and medical experts, and upon approval of parents, the SEN Team recommends specific Special Assessment Arrangements to the School Examination Team. The recommendation is made on each individual SEN case. The Examination Team is responsible to plan and coordinate the examination process based on the recommendation. The arrangements are applied to school examinations, tests, SBA and TSA.

Some of the arrangements are listed as follows -

- Extension of examination time
- Enlarged paper and answer scripts
- Extended Oral preparation time
- Special attention by invigilator
- Re-Seating
- Separate Examination
- Regular breaks within examination
- Stand-by teacher for emergency

Teaching Assistants and SEN Team Helpers act as the additional manpower for the above works.