



Separate Invigilation Policy

Policy/Procedure creator: Mrs Karen Pollard

Policy/Procedure created: 01/10/2020

Centre Name	Hele's School
Centre Number	54435
Date policy first created (dd/mm/yyyy)	01/10/2020
Current policy reviewed by	Not Applicable
Current policy approved by	Not Applicable
Date of next review (dd/mm/yyyy)	Not Applicable

Key staff involved in the policy

Role	Name
Exams officer	Mrs Karen Pollard
ALS lead/SENCo	Miss Christine McNamara
Senior leader(s)	Ms Emma Clapham- SLT Lead to exams
Head of centre	Miss Justine Mason
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that separate invigilation at Hele's School is awarded and managed in accordance with current requirements and regulations.

References in this policy to AA and ICE refer to the JCQ publications **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

Introduction

Separate invigilation within the centre is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate with an established difficulty may be eligible to take an examination accommodated in another room separate to the main cohort.

Purpose of the policy

The purpose of this policy is to confirm the criteria when this arrangement may be considered and granted for a candidate at Hele's School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Hele's School, decisions on the awarding of the arrangement are made by:

Chris McNamara, SENCo

Decisions are based on:

- Whether the candidate has a substantial and long term impairment which has an adverse effect (AA 5.16)
- The candidate's normal way of working within the centre (AA 5.16)
- Ensuring the proposed arrangement does not disadvantage or advantage the candidate (AA 4.2.1)

Additional information:

Not applicable

2. Criteria for the awarding of the arrangement

Separate invigilation will be considered where the arrangement would prevent a candidate from being placed at a substantial disadvantage and where the following conditions are met:

- The candidate has an established difficulty as defined in section 5.16 of the JCQ's **Access Arrangements and Reasonable Adjustments** publication (ICE 14.18)
- The candidate has a long-term medical condition or long term social, mental or emotional need (AA 5.16)
- The candidate's difficulties are established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (AA 5.16)
- Separate invigilation reflects the candidate's normal way of working in internal tests and mock examinations because of a long term medical condition or long term social, mental or emotional needs (AA 5.16)
- Where a candidate is subject to separate invigilation within the centre, the regulations and guidance within the JCQ publication **Instructions for conducting examinations** will be adhered to, particularly in relation to accommodation and invigilation arrangements (ICE 14.18)

Additional information:

Not Applicable

3. Separate room arrangements

At Hele's School arrangements for seating candidates in rooms separate to the main cohort may be put in place in other circumstances. As and when

applicable, these circumstances include:

A student with Tourette's, for example, will be granted a 1:1 room so as not to disturb other candidates, and where they feel they can relax and complete their exams in a calm environment. The same would apply to those students with readers, scribes or prompters so there is a minimum distraction to other students.

Whilst it will not be possible to offer each candidate the use of a room on a 1:1 basis, some candidates may benefit from being seated together in a smaller venue, similar in size to the classroom.

There is no need to process an application using Access Arrangements Online or to record evidence. However, the Exams Officer will need written authority to ensure the arrangement is put in place either from SLT or the SENCo.