



Separate Invigilation Policy

Policy/Procedure creator: Jo Ottley

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Centre Name	Lindsworth School
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Current policy reviewed by	Kate Beale
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Key staff involved in the policy

Role	Name
Exams officer	Jo Ottley
ALS lead/SENCo	Julie Coombs
Senior leader(s)	Julia Greaves, Andrew Jacques, Koreen Wilson
Head of centre	Kate Beale
Other staff (if applicable)	Teaching Staff

This policy is reviewed and updated annually to ensure that separate invigilation at Lindsworth 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 Linsworth School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Linsworth School, decisions on the awarding of the arrangement are made by:

Teaching Staff, Directors of Learning, SENCo, SLT and the Head of Centre

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:

As Linsworth School is a SEMH School, behaviour is taken into account and whether a pupil would disrupt others and disadvantage others

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 Linsworth 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:

Candidates with Access Arrangements ie. reader or a scribe are accommodated in separate rooms

Some pupils with ASD are accommodated in separate rooms / smaller rooms as historically they cannot be in a room with larger numbers of people

Pupils with behaviour issues are seated separately to minimise disruption

