



# **Separate Invigilation Policy**

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

## Key staff involved in the policy

Role	Name
Exams Officer	Mrs Sophie Howell
SENCo	Mrs Becky Maddox
Senior Leader	Mr Steve Rolt
Head of Centre	Miss Kerry Oakley

## 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 Carrington School in compliance with the regulations.

### 1. Decisions on the awarding of the arrangement

At Carrington School, decisions on the awarding of the arrangement are made by the 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 unfairly disadvantage or advantage the candidate (AA 4.2.1)

### 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, emotional and mental health needs (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, emotional and mental health 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)

Separate invigilation within the centre is based upon a candidate's established difficulties and their normal way of working. If a candidate is able to sit in a large room/assembly where large numbers of students are present, has sat end of year internal school tests and mock examinations without any difficulty, then separate invigilation cannot be awarded. The arrangement equally cannot be awarded on the basis of a letter from a GP alone.

If a student has received a letter from CAMHS, an NHS Psychiatrist, or a qualified counsellor, medical consultant and the candidate's difficulties are recognisable by the SENCO or a senior member of staff with pastoral responsibilities, separate invigilation may be awarded.

There may also be other reasons when separate invigilation is appropriate. For example, where a candidate's behaviour would have a detrimental effect on other candidates if they were seated in the main exam room