



Separate Invigilation Policy

Policy/Procedure creator: Yvonne Wilcox

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Centre Name	St Michael's Church of England High School
Centre Number	20651
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Current policy reviewed by	Jane Mitchell-Barnes
Current policy approved by	Colin Nicholls, Chair of Governors
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Key staff involved in the policy

Role	Name
Exams officer	Yvonne Wilcox
ALS lead/SENCo	Mailene Graham
Senior leader(s)	Christina Handy-Rivett, Senior Deputy Headteacher
Head of centre	Jayne Gray, Headteacher
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that separate invigilation at St Michael's Church of England High 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 St Michael's Church of England High School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At St Michael's Church of England High School, decisions on the awarding of the arrangement are made by:

- Mailene Graham, SENCo
- Yvonne Wilcox, Exams Officer

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 St Michael's Church of England High 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:

The SENCo will make the decision to approve separate invigilation in conjunction with relevant teaching staff and the exams manager. Decisions to offer separate invigilation will be based on whether the candidate has substantial and long-term impairment, which has an adverse effect and the candidate's normal way of working within the centre. This would include separate invigilation during mock examinations, internal school tests and/or high-level GCSE controlled assessments. For example, a candidate with an established medical condition or formally recognised social, emotional and behavioural difficulties.