



Separate Invigilation Policy

Policy/Procedure creator: Jane Moore

Policy/Procedure created/reviewed: 29/09/2021

Centre Name	Lutterworth High School
Centre Number	25269
Date policy first created	September 2021
Current policy reviewed by	Jane Moore - Exams Officer Natalie Tebbatt - SLT Link (Exams)
Current policy approved by	The Governing Body
Date of next review	September 2022

Key staff involved in the policy

Role	Name
Exams officer	Jane Moore
ALS lead/SENCo	Georgia Lewis
Senior leader(s)	Natalie Tebbatt - SLT Link (Exams), Amy Hunter, Richard Salter, Aaron Mehta, Caroline Creed
Head of centre	Julian Kirby
Other staff (if applicable)	Sue Davies - SEND Exams Co-ordinator

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

1. Decisions on the awarding of the arrangement

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

Jane Moore - Exams Officer
Natalie Tebbatt - SLT Link
Georgia Lewis - SENDCo
Sue Davies - SEND Exams Coordinator

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)

Additional information:

Separate invigilation includes all individual or smaller rooms.

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)
- (updated 2021/22) The candidate has a long-term medical condition or long term social, emotional and mental health needs (AA 5.16)
- Not Applicable
- (updated 2021/22) 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)

Additional information:

All applications for separate invigilation must be put in writing to Jane Moore, Exams Officer. This will then be subject to consultation with SENDCo, SEND Exams Coordinator and SLT Link (Exams)

Where a candidate simply panics on the day of an examination or becomes anxious, if it is possible to do so they can be seated, within the main examination hall, more appropriately. This does not warrant a separate/smaller room as it may affect the reliability or validity of the assessment/exam

outcome, or it may give the learner an unfair (i.e. not reasonable) advantage over other learners undertaking the same or similar assessments.

The Exams Officer, SENDCo, or SEND Coordinator, must ensure that the proposed access arrangement/reasonable adjustment does not unfairly disadvantage or advantage the candidate.

The Exams Officer, SENDCo, or SEND Coordinator, must ensure that an adjustment implemented by the centre on behalf of the learner is based on firm evidence of a barrier to assessment and is in line with this guidance.

3. Separate room arrangements

At Lutterworth 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:

Individual rooms:

- If the candidate is entitled to a human reader.
- If the candidate is entitled to a scribe.

Smaller rooms:

- If the candidate is entitled to use a word processor.
- If the candidate is entitled to extra time and is not in the main hall.
- If the candidate is entitled to a prompt.
- If the candidate is entitled to rest breaks.