



# Separate Invigilation Policy

Policy/Procedure creator: Jane Moore

Policy/Procedure created/reviewed: 06/10/2022

Centre Name	Lutterworth High School
Centre Number	25269
Date policy first created	September 2022
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 2023

## Key staff involved in the policy

Role	Name
Exams officer	Jane Moore
ALS lead/SENCo	Katrina Farragher
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)	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 may be eligible to take an examination accommodated outside of the main examination room(s), for example in a room for a smaller group of candidates.

## 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  
Katrina Farragher - SENDCo  
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)
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.(AA 5.16)

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)
- Not Applicable
- Separate invigilation reflects the candidate's normal and current way of working in internal tests and mock examinations (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)

Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre. 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.

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. Other rooming 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/ computer 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 rest breaks.

## CHANGES 2022/2023

(Changed) Under **Introduction**: This is an arrangement where a candidate with an established difficulty may be eligible to take an examination accommodated in a room on a one-to-one basis and separate to the main cohort (To) This is an arrangement where a candidate may be eligible to take an examination outside of the main examination room(s), for example in a room for a smaller group of candidates.

(Added) New bullet point under **Decisions on the awarding of the arrangement**: Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre. (AA 5.16)

(Removed) Under **Criteria for the awarding of the arrangement**: The candidate has a long-term medical condition or long term social, emotional and mental health needs (AA 5.16)

(Changed) Under **Criteria for the awarding of the arrangement**: The candidate's difficulties are established within the centre and known to... (To) The candidate's disability is established within the centre and known to...

(Changed) 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) (To) Separate invigilation reflects the candidate's normal and current way of working in internal tests and mock examinations (AA 5.16)

(Changed) Heading **Separate room arrangements** (To) Other rooming arrangements

## CENTRE-SPECIFIC CHANGES

Not Applicable