



Separate Invigilation Policy

Policy/Procedure creator: Cressida Harrington

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Centre Name	Chulmleigh Community College
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Date policy first created (dd/mm/yyyy)	01/11/2020
Current policy reviewed by	Cressida Harrington
Current policy approved by	Michael Johnson
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Key staff involved in the policy

Role	Name
Exams officer	Cressida Harrington
ALS lead/SENCo	Laura Mackie
Senior leader(s)	Not Applicable
Head of centre	Michael Johnson
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that separate invigilation at Chulmleigh Community College 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 Chulmleigh Community College in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Chulmleigh Community College, decisions on the awarding of the arrangement are made by:

Laura Mackie, SENDCo

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 Chulmleigh Community College 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 SENDCo will gather evidence and compile a portfolio for any candidate who may require separate invigilation, and then liaise with the exams officer to determine an appropriate venue within the centre. The evidence will be stored in the SEND Department.

The separate accommodation rooms are generally located within the Youth Building. This facility accommodates candidates with readers, scribes or prompts, using word processors or literacy software and has smaller rooms for candidates where it is not appropriate for them to sit with the main cohort e.g. medical conditions or candidates with a psychological condition, which is being addressed by CAMHS or an approved counsellor

The Exams Officer is then responsible for ensuring that the venue is appropriately prepared for separate invigilation, in accordance with JCQ regulations.

The SENDCo and the exams officer will appoint appropriately qualified invigilators for the separate invigilation rooms. The exams officer will train the invigilators to the usual invigilation standard and to the individualised needs of the candidate, with the details recorded in the invigilator training log.