



# Separate Invigilation Policy

Policy/Procedure creator: Victoria Hulbert

Policy/Procedure created/reviewed: 20/02/2023

Centre Name	Manor High School
Centre Number	25283
Date policy first created	February 2023
Current policy reviewed by	Victoria Hulbert - Exams Officer Vanessa Mehta - SENDCo Simon Greiff - 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	Victoria Hulbert
ALS lead/SENCo	Vanessa Mehta
Senior leader(s)	Simon Greiff (Deputy Head) Vanessa Mehta (Deputy Head) Vanee Permal (Assistant Head) Nick Handley (Assistant Head) James Croucher (Assistant Head) Alison Dawes (School Business Manager)
Head of centre	Liam Powell
Other staff (if applicable)	Not Applicable

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

## 1. Decisions on the awarding of the arrangement

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

Vanessa Mehta - 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 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)
- The candidate's disability is 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 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:

Not Applicable

## 3. Other rooming arrangements

At Manor 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:

Smaller rooms:

If the candidate is entitled to a human/ computer reader.

If the candidate is entitled to a scribe.

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