



Separate Invigilation Policy

Policy/Procedure creator: Kelly Ghosal

Policy/Procedure created/reviewed: 30/04/2022

Centre Name	Ralph Thoresby School
Centre Number	37655
Date policy first created	05/10/2020
Current policy reviewed by	Not Applicable
Current policy approved by	Waiting for approval
Date of next review	March 2023

Key staff involved in the policy

Role	Name
Exams officer	Kelly Ghosal
ALS lead/SENCo	Sally Scargill
Senior leader(s)	Angela Caswell, Stephen Hacksaw, Graham Cowgill
Head of centre	Will Carr
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that separate invigilation at Ralph Thoresby 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 a room on a one-to-one basis and 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 Ralph Thoresby School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Ralph Thoresby School, decisions on the awarding of the arrangement are made by:

Sally Scargill (SENCo)

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:

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)
- (updated 2021/22) The candidate has a long-term medical condition or long term social, emotional and mental health needs (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)
- (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:

Not applicable

3. Separate room arrangements

At Ralph Thoresby 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:

- Students who require separate invigilation for mental health concerns will be seated in a smaller room
- Students requiring readers will use reader pens, they will use a smaller venue away from the main cohort, for smaller exams they may sit in the main exam venue and use headphones
- Students requiring scribes will be accommodated in separate rooms
- Students using a word processor will be accommodated in the main venue, at the back, to avoid other candidate's viewing their screen. If this isn't possible then they will be accommodated in a smaller venue.