



Separate Invigilation Policy

Policy/Procedure creator: Janet Davis

Policy/Procedure created/reviewed: 15/09/2023

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| Centre Name | Leasowes High School |
| Centre Number | 20534 |
| Date policy first created | September 2023 |
| Current policy reviewed by | Lucy Ridley |
| Current policy approved by | Christiana Papadopoulos |
| Date of next review | September 2024 |

Key staff involved in the policy

| Role | Name |
|-----------------------------|---|
| Exams officer | Janet Davis |
| ALS lead/SENCo | Jas Kalirai |
| Senior leader(s) | Lucy Ridley, Karl Haines, Jade Beetison, Jo Atherton, Natalie Wills |
| Head of centre | Christiana Papadopoulos |
| Other staff (if applicable) | Not applicable |

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

1. Decisions on the awarding of the arrangement

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

- Jas Kalirai, SENCo
- Kiah Bond, SENCo assistant

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 Leasowes 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:

- Candidates eligible for access arrangements will be seated in a designated room and detailed on their exam timetable.