



Separate Invigilation Policy

Policy/Procedure creator: Vicky Middleton

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Centre Name	The Piggott School
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Current policy reviewed by	Rebecca Alexander
Current policy approved by	Full Governing Body
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Key staff involved in the policy

Role	Name
Exams officer	Vicky Middleton
ALS lead/SENCo	Viki Hunt
Senior leader(s)	Derren Gray; David Thatcher; Karen Thornton; Alex McLeod; Viki Hunt; Michelle Bird
Head of centre	Rebecca Alexander
Other staff (if applicable)	Not Applicable

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

1. Decisions on the awarding of the arrangement

At The Piggott School, decisions on the awarding of the arrangement are made by:

Any case that does not fall clearly under any of these categories will be looked at individually and all final decisions will be made by SLT

No special seating arrangements should be put into place for internal exams, PPEs etc. unless agreed by the SEN / Exams Dept. so that there is a full audit trail going forward to external exams

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:

N/A

3. Separate room arrangements

At The Piggott 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:

Requests for Special Exam Arrangements for Anxiety

Arrangements to do exams in a smaller exam room, or with other specific seating arrangement, will be decided based on the following guidelines:

1. Students with an anxiety and/or mental health issue for which they have specialist support or intervention from CAMHS, an NHS Psychiatrist, etc. (but not just a letter from a GP or parent) can be considered for specific seating arrangements, including a room rather than the Hall, if required and requested. This should also have been their "normal way of working" over time leading up to the examination period
2. Students whose "normal way of working" involves specific seating arrangements across the board in lessons and / or doesn't attend hall events e.g. assembly, may qualify to have a similar provision for exams (SEN / HoY will hold the paperwork and evidence of this)
3. Students with other difficulties, for whom we consider invigilation in a smaller room or specific seating arrangements to be an appropriate and reasonable adjustment in light of those difficulties, and for whom evidence over time has been collected and is held by SEN / HoY, will be seated accordingly
4. Any student who has an extenuating circumstance that occurs in the lead up to, or during, the exam period that is likely to impact on their usual exam performance, will be considered under the usual "spec . con." arrangements by JCQ, evidence collected and the exam board advised if JCQ criteria are met. Seating arrangements may also be varied at the last minute on these occasions and in consultation with the student

Cases in categories 1-3 will be agreed by Easter of the year of examinations at the latest following discussion with SEN, Exams, HoY and SLT

Any case that does not fall clearly under any of these categories will be looked at individually and all final decisions will be made by SLT

No special seating arrangements should be put into place for internal exams, PPEs etc. unless agreed by the SEN / Exams Dept. so that there is a full audit trail going forward to external exams