



# Separate Invigilation Policy

Policy/Procedure creator: Laura Bradford Dawn Hosier

Policy/Procedure created/reviewed: 21/09/2021

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| Centre Name                | Barking Abbey School |
| Centre Number              | 12101                |
| Date policy first created  | 21/09/2021           |
| Current policy reviewed by | Laura Bradford       |
| Current policy approved by | Governors            |
| Date of next review        | 01/10/2021           |

## Key staff involved in the policy

| Role                        | Name                                 |
|-----------------------------|--------------------------------------|
| Exams officer               | Laura Bradford Dawn Hosier           |
| ALS lead/SENCo              | Yvonne Burrows Lauren Casey          |
| Senior leader(s)            | Pete Flaxman Jo Brunskill Alf Falzon |
| Head of centre              | Tony Roe                             |
| Other staff (if applicable) | Not Applicable                       |

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

## 1. Decisions on the awarding of the arrangement

At Barking Abbey School, decisions on the awarding of the arrangement are made by:

Yvonne Burrows - SENCo  
Examinations Officers

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:

Evidence to support to be provided by the candidate

## 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:

Separate invigilation within the centre is based upon a candidate's established difficulties and their normal way of working. If a candidate is able to sit in a large room/assembly where large numbers of students are present, has sat end of year internal school tests and mock examinations without any difficulty, then separate invigilation cannot be awarded. The arrangement equally cannot be awarded on the basis of a letter from a GP alone.

If a student has received a letter from CAMHS, an NHS Psychiatrist, or a qualified counsellor, medical consultant and the candidate's difficulties are recognisable by the SENCO, a Form Tutor, a Head of Year or a senior member of staff with pastoral responsibilities, then separate invigilation may be awarded.

### 3. Separate room arrangements

At Barking Abbey 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:

Candidate seated in a smaller room. This may be alongside candidates awarded extra time or supervised rest breaks.