



# Separate Invigilation Policy

Policy/Procedure creator: Michelle Hutchinson

Policy/Procedure created/reviewed: 05/10/2022

Centre Name	Fulford School
Centre Number	48317
Date policy first created	05/10/2022
Current policy reviewed by	Michelle Hutchinson
Current policy approved by	Rachel Baroni
Date of next review	05/10/2023

## Key staff involved in the policy

Role	Name
Exams officer	Michelle Hutchinson
ALS lead/SENCo	Anna Mehta
Senior leader(s)	Rachel Baroni
Head of centre	Stephen Lewis
Other staff (if applicable)	Not Applicable

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

## 1. Decisions on the awarding of the arrangement

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

Anna Mehta  
Michelle Hutchinson

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:

- The term "separate invigilation" does not mean a room for just one person.
- Due to space restrictions the school can only offer a room for one person to candidates with an EHCP and with medical long term needs that are well documented throughout the candidates entire time at the school.
- Those who are granted "separate invigilation" under other circumstances will be in a smaller room with other candidates from potentially all year groups.
- Space in smaller rooms is very limited and can only be granted where there is a clear history of this being the candidates normal way of working.
- All decisions will be made based on need and availability.

## 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 Fulford 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 with additional access arrangements such as a reader and/or scribe.

Please Note:

Candidates using word processors and those with extra time will be seated in the main hall unless there are other specific needs that require separate invigilation as detailed in this policy.

## 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

The allocation of rooming is at the discretion of the school, and as operating factors with the school change, so too can the arrangements for separate invigilation rooms.

It is important to note that the rooms used may change for each exam and so the school cannot at any point guarantee the same room for a candidate for every exam.