



Separate Invigilation Policy

Centre Name	Shenley Brook End School
Centre Number	52304
Date policy first created	Oct 2024
Current policy reviewed by	Jemma Malins
Current policy approved by	Gareth McCluskey
Date of next review	Oct 2025

Key staff involved in the policy

Role	Name
Exams officer	Jemma Malins
ALS lead/SENCo	Sue Butler/Nicola Partridge
Senior leader(s)	Gareth McCluskey, Zara Peskett, Jackie Hearty, Sam Southwell, Andrew Nash, Claire Wright, Steve Livesey
Head of centre	Gareth McCluskey
Other staff (if applicable)	Not Applicable

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

1. Decisions on the awarding of the arrangement

At Shenley Brook End School, decisions on the awarding of the arrangement are made by:

ALS Lead/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)
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.(AA 5.16)

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's disability is established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (AA5.16)
- 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 Shenley Brook End 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:

Where other students might be disadvantaged by the presence of a candidate due to their needs e.g., social/emotional/medical/physical

