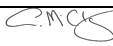




Separate Invigilation Policy

Policy/Procedure creator: Mrs E Duell

Policy/Procedure created: 25/02/2021

Centre Name	Blessed Edward Oldcorne Catholic College
Centre Number	24415
Date policy first created (dd/mm/yyyy)	12/01/2021
Current policy reviewed by	Mrs E Duell
Current policy approved by	Mr G McClarey 
Date of next review (dd/mm/yyyy)	30/11/2021

Key staff involved in the policy

Role	Name
Exams officer	Mrs E Duell
ALS lead/SENCo	Mrs M Fitzer / Miss S Guise
Senior leader(s)	Mr D McCormack (Deputy Headteacher); Mrs S Thomas (Deputy Headteacher); Mrs C Corbin (Assistant Headteacher); Mr P Edmunds (Assistant Headteacher)
Head of centre	Mr G McClarey
Other staff (if applicable)	Mrs K Hickman (Assistant Exams Office)

This policy is reviewed and updated annually to ensure that separate invigilation at Blessed Edward Oldcorne Catholic College 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 Blessed Edward Oldcome Catholic College in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Blessed Edward Oldcome Catholic College, decisions on the awarding of the arrangement are made by:

- Mrs M Fitzer - SenCo
- Mrs E Duell - Examination Officer

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:

Not Applicable

3. Separate room arrangements

At Blessed Edward Oldcome Catholic College 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 using word processors are seated in the main exams hall with the main cohort unless separate invigilation arrangements have been arranged by the SenCo / Examination Officer
- Candidates with Readers and/or Scribes are seated in a separate exam room to the main cohort
- Suitable 'smaller' rooms may be allocated within the College at the direction of the Examination Officer
- 1-1 invigilation requests are considered on the basis of individual student need and the availability of suitable room(s) and invigilation