



Registered Charity 1171812

Separate Invigilation Policy (Exams)

This policy is reviewed annually to ensure compliance with current regulations.

Summary	
Policy Reference Number	05E
Category	Exams
Authorised by	Curriculum Committee
Responsibility of	Examinations Manager
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Next Review Date	April 2025

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The Board of Trustees

The Board of Trustees has delegated approval of this policy to the Curriculum Committee and hold the SLT to account for its implementation.

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 Connie Rothman Learning Trust, in compliance with the regulations.

Decisions on the awarding of the arrangement at Connie Rothman Learning Trust

Decisions on the awarding of the arrangement are made by the SENDCo. 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)

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)

Other rooming arrangements

At Connie Rothman Learning Trust 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 who require a scribe
- candidates who require a reader
- candidates with any other requirements for separate invigilation as advised by the SENDco