

## **Separate Invigilation Policy**

This policy on the use of separate invigilation within the centre in examinations and assessments is reviewed and updated annually, early in the autumn term, on the publication of updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments and ICE to JCQ Instructions for conducting examinations.

Principles for allowing separate invigilation within Marshland High School complies with AA section 5.16 regulations on separate invigilation as follows:

- The provision of separate invigilation within the centre for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:
  - a) in the classroom;
  - b) working in small groups for reading and/or writing;
  - c) literacy support lessons;
  - d) literacy intervention strategies;
  - e) in internal school tests and mock examinations
- The decision to request separate invigilation within the centre must be supported by the SENCo
- The SENCo must make their decision based on;
  - I. Whether the candidate has a substantial and long-term impairment which has an adverse effect
  - II. Is the candidate's normal way of working within the centre
  - III. Candidates are only entitled to this arrangement if they are disabled within the meaning of the Equality Act
  - IV. The candidate's difficulties must be established within the centre and known to the SENCo, Head of Centre, form tutor or senior member of staff
  - V. Separate invigilation must reflect the candidate's normal way of working in internal school tests and mock exams as a consequence of long-term medical condition or long-term social, mental or emotional needs

There is no need to process an application using Access Arrangements Online or to record evidence – however, the Exams Officer will need authority to ensure the arrangement is put in place.

Candidates may also be provided with separate invigilation due to emotional, behavioural or medical needs at the time of the examinations. Where possible this can be supported by medical evidence or written evidence provided by SENCO, SLT or Pastoral team.