

## Separate Exam Invigilation Policy

<b>FREQUENCY OF REVIEW:</b>	<b>Annually</b>
<b>RATIFICATION:</b>	<b>Spring 2024</b>
<b>DATE OF NEXT REVIEW:</b>	<b>Spring 2026</b> (unless there is a material or policy change)
<b>AUTHOR:</b>	<b>SLT/Exams Officer</b>

## 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.

This policy is reviewed and updated annually to ensure that separate invigilation at Church Stretton 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**.

## 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 Church Stretton School in compliance with the regulations.

### 1. Decisions on the awarding of the arrangement

- At Church Stretton School, decisions on the awarding of the arrangement are made by Su Quye, 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.

## 2. Criteria for the awarding of the arrangement

Where seating in the main exam hall would place a candidate at a substantial disadvantage, separate invigilation may be considered if 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 (2022; p69)** (ICE 14.18)
- The candidate's disability is established within the Centre and known to the SENCO or a senior member of staff (AA 5.16)
- Separate invigilation reflects the candidate's normal way 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:**

In the case of separate invigilation, the candidate's disability must be established within the school (it is known to the SENCo or a member of the SLT). An example would be a long-term medical condition, a long-term psychological condition, or long-term social, emotional, and mental health needs. The SENCo must be satisfied that the candidate's substantial and long-term impairment has an adverse effect when they sit internal tests and mock examinations in the main examination hall.

**Guidance on what constitutes "medical evidence" can be found in appendix A**

### 3. Other rooming arrangements

At Church Stretton 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:

- A short-term medical condition e.g., urinary tract infection, a contagious illness such as chicken pox, a severe and persistent cough.
- A recent death, or notice of terminal or significant illness, of an immediate relative (parent, carer, or sibling) which results in the candidate to be too distressed to be in the main venue.
- An event or circumstance where a candidate would be seriously disadvantaged by being accommodated within the exam hall.
- An event or circumstance where other candidates would be seriously disadvantaged by a candidate being accommodated within the main exam hall.

The decision will be made at the discretion of the Head of Centre, SENCo or Senior Leader who will notify the Exams Officer at the earliest opportunity.

## **APPENDIX A – Guidance on the production of medical evidence**

Medical evidence is required to support requests for separate invigilation and must be:

- provided by a GMC registered GP, doctor, consultant, or specialist \*\*
- on headed paper with the professional's contact details
- dated and contain the name of the patient/ client
- accurate
- up to date - written within the last two years

\*\*In line with the UK General Medical Council's guidance, we would not normally accept medical evidence which is produced by a close relative, friend, or work colleague, even if he/she is medically qualified.

The medical evidence is expected to cover the following key points:

- Name of the condition or impairment.
- Date of diagnosis.
- Period of time that you have been seeing the practitioner for this condition/impairment.
- Length of time that the practitioner expects the condition/impairment to last.
- Main symptoms that could impact studies/exams
- Current treatment and/or medication.
- Side-effects of any treatments/medication.

It is possible that not all the points mentioned above will be relevant to your condition/impairment. However, it is important that medical evidence provides as much information as possible.

To help a medical practitioner to produce medical evidence which is as accurate as possible, it is advised to share this document with them.

The expectation is that medical evidence produced is written in English. If this is not possible and medical evidence is written in another language, it may be possible to consider it providing it is accompanied by a certified translation.