



Policy/Procedure creator: Fiona Brown

Policy/Procedure created/reviewed: 15/01/24

Centre Name	Cheltenham Bournside School
Centre Number	57309
Date policy first created	07/10/2020
Current policy reviewed by	Karen Hanley
Current policy approved by	Karen Hanley
Date of next review	November 2025

Key staff involved in the policy

Role	Name
Exams officer	Fiona Brown
ALS lead/SENCo	Rob Mudge
Senior leader(s)	Karen Hanley; Sally Groves DSL
Head of centre	Steve Jefferies
Other staff (if applicable)	Deborah Harvey, Exams Administrator

This policy is reviewed and updated annually to ensure that separate invigilation at Cheltenham Bournside 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 amiable 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 Cheltenham Boumside School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Cheltenham Boumside School, decisions on the awarding of the arrangement are made by:

- Vanessa Weir, Assessor; Sally Groves, DSL

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 (A45.16)
- 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 Cheltenham Boumside 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:

- Candidates with access arrangements such as reader, scribe, prompt, word processor may be seated in smaller rooms.
- Candidates with a recognised long term SEMH (as per KCQ AA 5:16) may be allocated a smaller venue if required. This must be signed off by the Assistant Head/DSL. Evidence of a long-term need is required and there may be involvement from outside professional agencies.
- A candidate may also be seated in a separate room if, due to their "other" access arrangements, it is not deemed appropriate for them to be in a smaller room.