



Policy/Procedure creator: Fiona Brown

Policy/Procedure created/reviewed: 15/11/2021

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

Key staff involved in the policy

Role	Name
Exams officer	Fiona Brown
ALS lead/SENCo	Ellen Ashford-Kelleher
Senior leader(s)	Karen Hanley; Sally Lees DSL
Head of centre	Steve Jefferies
Other staff (if applicable)	Peter Beckett, Examinations Manager; Hannah Ramsey, Exams Assistant

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 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 Cheltenham Bournside School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

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

- Vanessa Weir, Assessor

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)

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)
- (updated 2021/22) The candidate has a long-term medical condition or long term social, emotional and mental health needs (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)
- (updated 2021/22) 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, emotional and mental health 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 Cheltenham Bournside 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.