



## Separate Invigilation policy

Policy/Procedure creator: Mrs S Ridley

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Centre Name	Claverham Community College
Centre Number	56615
Date procedure first created	04/09/2020
Current procedure reviewed by	Mrs S Ridley
Current procedure approved by	Mr P Swatton
Date of next review	04/09/2021

### Key Staff involved in procedure

Role	Name
Exams Officer	Mrs S Ridley
Senior leader(s)	Mr T Smith - Deputy Principal; Mr D Carney - Deputy Principal; Mr C Wilson - Assistant Principal & Head of Key Stage 4
Head of centre	Mr P Swatton
Other staff	Mrs D Roberts, Mrs J Scott

This procedure is reviewed and updated annually to ensure that procedures used when administering and running examinations at Claverham Community college are managed in accordance with current requirements and regulations.

## The criteria Claverham Community College uses to award and allocate separate invigilation for examinations

Claverham Community College is committed to upholding the JCQ regulations within the centre.

Regulations state that separate invigilation can be applied when a candidate has a substantial long-term impairment which has an adverse effect and it is the candidate's normal way of working.

*“SENCo’s must note that candidates are only entitled to separate invigilation arrangements if they are disabled within the meaning of the Equality Act. The candidate is at a substantial disadvantage when compared with other non-disabled candidates undertaking the assessment and it would be reasonable in all the circumstances to provide the arrangement.”* [Access Arrangements and Reasonable Adjustments](#)

Separate invigilation is determined by the SENCo, in conjunction with relevant teaching staff and exam office personnel. Should a candidate believe they are entitled to separate invigilation they should discuss this with the Examinations Officer or SENCo at least 6 months prior to their first GCSE Examination.

The following are two examples where candidates would be eligible for separate invigilation:

- A candidate with depression who has been under Child and Adolescent Mental Health Services (CAMHS) and has a history of being unable to enter a main examination room.
- A candidate with an established medical condition or formally recognised social, emotional and behavioural difficulties.

Where a candidate is suffering from exam related anxiety they would not qualify for separate invigilation however he/she may be seated more appropriately within the main examination hall, a request should be submitted a minimum of 14 days prior to a candidate's first examination within a season should they wish to request alternative seating within an exam room. Medical evidence may be required to support such requests and pupils should see the examinations officer or SENCo in the first instance.