

Separate Invigilation Policy 2020- 2021

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by		
VP-A	SENCo	EO
Date of next review		Sept 2021

Key staff involved in awarding and allocating separate accommodation for exams

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Introduction

This policy on the allocation of separate invigilation for examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications [Access Arrangements and Reasonable Adjustments](#), [Instructions for conducting examinations](#) and [CIE Handbook \(UK\)](#). References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments 2020-2021* and ICE to JCQ *Instructions for conducting examinations 2020-2021*.

A candidate will generally only be granted separate invigilation within the centre where he/she has an established disability under the definition of disability or special educational need:

Section 6 of the Equality Act 2010 defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on someone's ability to carry out normal day to day activities'. [[AA 1.3](#)]

Where candidates are subject to separate invigilation within the centre, the regulations and guidance within this booklet must always be adhered to. This is particularly so in relation to accommodation and invigilation arrangements (see sections 11 and 12). [[ICE 14.18](#)]

Separate Invigilation for exams and assessments is an available access arrangement.

[[AA 4.2.1](#)]

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

The Additional Learning Support lead/SENCo must ensure that the proposed access arrangement does not disadvantage or advantage a candidate.

Purpose of the policy

This policy details how Bath Academy complies with [AA](#) (chapter 4) Adjustments for candidates with disabilities and learning difficulties, (section 5.16) Separate Invigilation and [ICE](#) (sections 14.18) when awarding and allocating a candidate the use of separate invigilation in examinations.

Principles for awarding separate invigilation

Bath Academy complies with [AA](#) chapter 4 *Adjustments for candidates with disabilities and learning difficulties* regulations and guidance as follows:

Social, Mental and Emotional Needs [[AA 4.1.4](#)]

- Candidates with social, mental and emotional needs may require for example:
..... separate invigilation within the centre.

The SENCo will make their decision based on:

- whether the candidate has a substantial and long term impairment which has an adverse effect;
- the candidate's normal way of working within the centre.

For example, in the case of separate invigilation, the candidate's difficulties are established within the centre [[AA 4.1.4](#)] and known to a Form Tutor, a Head of Year, the SENCo or a senior member of staff with pastoral responsibilities.

Separate invigilation must reflect the candidate's normal way of working in internal school tests and mock examinations and be because of a long term medical condition or long term social, mental or emotional needs.

For further information please see Section 14 of the JCQ publication Instructions for conducting examinations:
<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examination>

Exceptions

The only exceptions to the above would be a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course.

Arrangements at the time of the assessment for separate invigilation

The candidate will be accommodated in a separate room with an invigilator on a 1:1 basis.

Where this is the case the following must apply:

- The regulations and guidance within the ICE booklet must be maintained at all times
- A roving invigilator may be used to enter the room at regular intervals in order to;
 - ▶ observe the conducting of the examination
 - ▶ ensure all relevant rules are being adhered to

[ICE 13; AA]