

# ST MARGARET WARD CATHOLIC ACADEMY

## SEPARATE INVIGILATION (EXAMS) POLICY

2018/2019



*"Let us remember we are in the presence of God"*

Policy Adopted	Next Review	Author
October 2018	September 2019	Mrs S Skinner

This plan is reviewed annually to ensure compliance with current regulations

Key staff involved in the separate invigilation within the centre policy

<b>Role</b>	<b>Name(s)</b>
SENCO	Sara Condliffe
Exams officer	Sarah Skinner
SLT member(s)	Rosemary Pritchard
Assistant Senco	Julie Bowers

## **Separate invigilation/rooming for candidates – who decides and when does it apply?**

Separate invigilation is determined by the SENCO, in conjunction with relevant teaching staff and exam officer personnel. JCQ are clear that the decision to offer separate invigilation to candidates is the responsibility of the SENCO.

We make the decision based on whether the candidate has a substantial and long term impairment which has an adverse effect and the candidate's normal way of working within the centre. This would include separate invigilation during mock examinations, internal school tests and/or high level GCSE controlled assessments.

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

- ▶ A candidate with depression who has been under Child and Adolescent Mental Health Services (CAMHS)
- ▶ A candidate with an established medical condition or formally recognised social, emotional and behavioural difficulties

**In order to evidence the need for separate invigilation we would require a letter from CAMHS, a HCPC registered psychologist, a hospital consultant, a psychiatrist, the Local Authority Specialist Service, the Local Authority Sensory Impairment Service, the Occupational Health Service, a Speech and Language Therapist or an Education, Health and Care Plan. THIS LETTER OR PLAN MUST CONFIRM THE CANDIDATE'S ELIGIBILITY FOR SEPARATE INVIGILATION.**

Where a candidate simply panics on the day of an examination or becomes anxious, then he/she should indeed be seated more appropriately within the main examination hall.

Separate invigilation is no different to other access arrangements; such as prompters, supervised rest breaks etc. All staff with pastoral responsibilities will know precisely those students with established and long term health conditions and whether separate invigilation is warranted. Working with the SENCO and exams officer, who may highlight issues such as room availability and the need for additional invigilation, a centre-based decision is made on the need for separate invigilation.

Any separate invigilation/rooming would be discussed with parents/carers and the pupil before the exam series and the pupil would be told which room she/he is likely to take the exam in. Any invigilators which come from the pupil's mainstream school may be introduced to the pupil before the exam.

The separate invigilation/rooming would continue for as long as the candidate needs it but if they feel able to re-join other candidates in the main examination hall for some or all of the remaining exams then they are able to do so.