





THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

Requests for Special Exam Arrangements for Anxiety **2018/19**

 	Name of School	The Coopers' Company and Coborn School
	Policy review Date	February 2019
	Date of next Review	February 2020
	Who reviewed this policy?	Mrs. R. Carron
	To be approved by SLT	Approved



Arrangements to do exams in a smaller exam room, or with other specific seating arrangement, will be decided based on the following guidelines:

1. Students with an anxiety and/or mental health issue for which they have specialist support or intervention from CAMHS, an NHS Psychiatrist, etc. (not just a letter from a GP or parent) can be considered for specific seating arrangements, including a room rather than the Hall, if required and requested. This should also have been their “normal way of working” over time leading up to the examination period
2. Students whose “normal way of working” involves specific seating arrangements across the board in lessons and / or doesn’t attend hall events e.g. assembly, may qualify to have a similar provision for exams (SEN / HoY will hold the paperwork and evidence of this)
3. Students with other difficulties, for whom we consider invigilation in a smaller room or specific seating arrangements to be an appropriate and reasonable adjustment in light of those difficulties and for whom, evidence over time has been collected and is held by SEND / HoY, will be seated accordingly
4. Any student who has an extenuating circumstance that occurs in the lead up to, or during, the exam period that is likely to impact on their usual exam performance, will be considered under the usual “special consideration.” Evidence will be collected and the exam board advised if JCQ criteria is met. Seating arrangements may also be varied at the last minute on these occasions and in consultation with the student

Cases in categories 1-3 will be agreed by Easter of Y11/13 at the latest following discussion with SEND, Exams, HoY and SLT

Any case that does not fall clearly under any of these categories will be looked at individually and all final decisions will be made by SLT

No special seating arrangements should be put into place for internal exams, PPEs etc unless agreed by the SEND / Exams Dept so that there is a full audit trail going forward to external exams