





THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

Requests for separate invigilation / smaller venue
2021/22

 	Name of School	The Coopers' Company and Coborn School
	Policy review Date	March 2021
	Date of next Review	March 2022
	Who reviewed this policy?	Mrs. A. Titley
	Approved by SLT	Yes



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Key staff involved in the request for separate invigilation

Role	Name(s)
Head of centre	Ms. S. Hay
SLT member(s)	Mr. R. Bell Mr. M. Duncan Mrs. J. Harris Mrs R. Carron Mr. J. Dudley-Hart
SENCo	Mrs. R. Carron
Assistant SENCo	Mrs. V. Bradley
Exams office	Mrs. A. Titley – Examinations and Data Manager Mrs. L. Butler – Deputy Exams Officer



Purpose of the policy

The purpose of this policy covers the circumstances, a candidate with 'an established difficulty' may be eligible to take exams under separate invigilation. The Coopers' Company and Coborn school (CCCS) may also receive requests from candidates (and / or parents / carers) to take their exams under separate invigilation (in a separate room with 1:1 invigilation).

Therefore, to determine a candidate's eligibility to sit exams under separate invigilation, CCCS needs to ensure:-

- ▶ The criteria for candidates granted separate invigilation within CCCS is clear and complies with JCQ regulations;

For example, in the case of separate invigilation, the candidate's difficulties are established within the centre (see Chapter 4, paragraph 4.1.4, page 23) and known to a Form Tutor, a Head of Year, the SENCo or a senior member of staff with pastoral responsibilities.

Separate invigilation reflects the candidate's normal way of working in internal school tests and mock examinations as a consequence of a long-term medical condition or long term social, mental or emotional needs. [\[AA 5.16\]](#)

- ▶ CCCS can demonstrate the policy if asked / challenged by a candidate (and / or parents / carers);

A candidate may only take their examinations under separate invigilation within the centre where he/she has an established difficulty - see section 5.16 of the JCQ publication Access Arrangements and Reasonable Adjustments... [\[ICE 14\]](#)

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 team personnel. JCQ are clear that the decision to offer separate invigilation to candidates is the responsibility of the SENCo.

CCCS will 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 / GCE NEAs.

Arrangements to do exams in a smaller exam venue, 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 (SENCo / HoY will hold the paperwork and evidence of this).
3. A student with an established medical condition or formally recognised social, emotional and behavioural difficulties.



4. 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 SENCo / HoY, will be seated accordingly.
5. 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.

❖ **In order to evidence the need for separate invigilation CCCS 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. Letters from a GP will **NOT** be accepted. THIS EVIDENCE MUST CONFIRM THE CANDIDATE’S ELGIBILITY 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 venue.

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 personnel, 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.

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 venue for some or all of the remaining exams then they are able to do so.