

Beech Lodge School

SEPARATE INVIGILATION POLICY

2021/22

This policy is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	Lucy Barnes
Date of next review	September 2022

Key staff involved in the policy

Role	Names
Proprietor	Daniela Shanly
Head of Centre	Lucy Barnes
SENCo/ALS Lead	Lucy Barnes & Laura Solari
SLT members	Lucy Barnes, Dan Gillespie, Jack Rider, Karen McIlpatrick
Teaching staff	All relevant staff members
Access arrangement facilitator/Exams Officer	Laura Solari/Sarah Johnstone and Shelley Hopper (Exam Officer in Training)

Contents

Introduction.....	3
Purpose of Policy	3
Decisions on the awarding of arrangement.....	3
Criteria for the awarding of the arrangement.....	4
Statement of separate invigilation for Beech Lodge School.....	4

Introduction

Separate invigilation within the centre is an available access arrangement as defined in the JCQ regulations.

This is an arrangement where a candidate with an established difficulty may be eligible to take an examination accommodated in a room on a one-to-one basis and separate to the main cohort.

Purpose of the policy

The purpose of this policy is to confirm the criteria when this arrangement may be considered and granted for a candidate at Beech Lodge School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Beech Lodge School, decisions on the awarding of the arrangement are made by the SENCo

Decisions are based on:

- Whether the candidate has a substantial and long term impairment which has an adverse effect (AA 5.16)
- The candidate's normal way of working within the centre (AA 5.16)
- Ensuring the proposed arrangement does not unfairly disadvantage or advantage the candidate (AA 4.2.1)

2. Criteria for the awarding of the arrangement

Separate invigilation will be considered where the arrangement would prevent a candidate from being placed at a substantial disadvantage and where the following conditions are met:

- The candidate has an established difficulty as defined in section 5.16 of the JCQ's **Access Arrangements and Reasonable Adjustments publication** (ICE 14.18)
- The candidate has a long-term medical condition or long term social, emotional and mental health needs (AA 5.16)
- The candidate's difficulties are established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (AA 5.16)
- Separate invigilation reflects the candidate's normal way of working in internal tests and mock examinations because of a long term medical condition or long term social, emotional and mental health needs (AA 5.16)

- Where a candidate is subject to separate invigilation within the centre, the regulations and guidance within the JCQ publication **Instructions for conducting examinations** will be adhered to, particularly in relation to accommodation and invigilation arrangements (ICE 14.18)

3. Statement of separate invigilation for Beech Lodge School

Beech Lodge is a school for special provision. As such, some of our students have difficulty with self-regulation as a consequence of a long term medical condition or long term social, mental or emotional needs. This means that some candidates routinely work in a separate room so that they can be better regulated in order to access the teaching and learning. It also prevents them from disrupting the learning of others in the same room. For this reason, some candidates may therefore require separate invigilation and it will reflect the candidate's normal way of working in the classroom and in internal school tests, assessments and mock examinations. The only exception to this would be a temporary illness or other temporary impairment which will be clearly evidenced.