

# Bedales Senior Alternative Rooming Arrangements

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*Tick relevant box(es) ✓ how this Policy should appear:*

Website	Upload	✓
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This policy is reviewed and updated annually to ensure that separate invigilation at Bedales School is awarded and managed in accordance with current requirements and regulations.

References in this policy to AA and ICE refer to the JCQ publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

# Separate Invigilation Policy

## Introduction

Separate invigilation within the centre is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate may be eligible to take an examination accommodated outside of the main examination room(s), for example in a room for a smaller group of candidates.

## 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 Bedales School in compliance with the regulations.

## Decisions on the awarding of the arrangement

At Bedales School, decisions on the awarding of the arrangement are made by:

Head of Learning Support (SENCo) and Access Arrangements Lead (AAL)

Decisions are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect giving rise to persistent and significant difficulties (AA 5.16.1)
- 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)
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre. (AA 5.16)
- A temporary illness or injury at the time of the examinations.

Additional information:

- Where the candidate has a serious medical condition such as frequent seizures or behavioural issues which would disturb other candidates in the examinations.
- Mock exams are used as an indicator of need.

## 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's disability is established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (AA5.16).
- Separate invigilation reflects the candidate's normal and current way of working in internal tests and mock examinations (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).

Additional information:

- Not applicable.

### **Other rooming arrangements**

At Bedales School arrangements for seating candidates in an alternative room to the main cohort may be put in place in other circumstances. As and when applicable, these circumstances include:

- Candidates in need of a 'smaller room'
- Candidates with readers/scribes
- Candidates using word processors