

Maple Medical PRU

Separate invigilation within the centre policy

2018/19

This policy is annually reviewed to ensure that records are archived/retained in accordance with current requirements

Approved/reviewed by	
Management Committee	
Date of next review	01/12/2019

Key staff involved with late arrivals

Role	Name(s)
Exams Officer/SBM	Dawn Hollingsworth
Exams Officer line manager (Senior Leader)	Kath Formby
Head of centre	Kath Formby
SENCo	Lois Gore
SLT Members	Kath Formby – Headteacher Cathy Johnson – Deputy Headteacher Jane Morgan – Assistant Headteacher Lois Gore – Teacher in Charge and SENCo Daniel Shires – Teacher in Charge Dawn Hollingsworth – Business Manager and EO

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.

Maple Medical PRU 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.

Candidates within Maple all fall within the eligibility criteria for separate invigilation.

The following are two examples 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

However, all candidates are normally expected to take exams in the hall (where there is a maximum of 24 candidates sitting any one exam). This provides them with an exam experience which is smaller than a mainstream school, but still maintains the usual practice of their mainstream peers.

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

Separate invigilation is no different to other access arrangements; such as prompts, 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 they are to take the exam in. Any invigilators which come from the pupils' mainstream school would 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 for some or all of the remaining exams then they are able to do so.