



**THE HART
SCHOOL**
*Creative
Education
Trust*

Separate Invigilation and Rooming Guidelines

2016/17

'Separate Invigilation and Rooming' for candidates

Who decides and when does it apply?

At the Hart School separate invigilation is determined by the SENCo, in conjunction with relevant teaching staff and the Exams Officer. JCQ are clear in that the decision to offer separate invigilation to candidates is the responsibility of the SENCo.

The Hart School will make its decision based on the following criteria:

- the candidate's difficulties are established within the centre;
- these difficulties are 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 pre public examinations as a consequence of a long term medical condition or long term social, mental or emotional needs;
- 'Normal way of working' includes separate invigilation during pre public examinations, internal school tests and/or high level GCSE controlled assessments.

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.

Where a candidate simply panics on the day of an examination or becomes anxious, then he/she will not be offered separate invigilation, but be seated more appropriately within the main examination hall.

Separate invigilation is no different to other access arrangements; such as prompters, supervised rest breaks etc. and will need to have documented evidence in place for the arrangements to be made. Heads of Year and Assistant Heads of Year will be aware of students with established and long term health conditions and which candidates are eligible for separate invigilation.

Working with the SENCo and exams officer (EO), who may highlight issues such as room availability and the need for additional invigilation, a centre-based decision will be made on the need for separate invigilation for students.