

‘Separate Invigilation and Rooming’ for exam candidates

Who decides and when does it apply?

At Haileybury Turnford separate invigilation is determined by the SENCo in conjunction with the Exams Officer. JCQ are clear in that the decision to offer separate invigilation to candidates is the responsibility of the SENCo. JCQ make clear that SENCos must note that candidates are only entitled to this arrangement if they are disabled within the meaning of the Equality Act. That the candidate is at a substantial disadvantage when compared with other non-disabled candidates undertaking the assessment and that it would be reasonable in these circumstances to provide the arrangement.

The SENCo must make their decision based on the following criteria:

- whether the candidate has a substantial¹ and long term² impairment which has an adverse effect;
- the candidate’s difficulties are established within the centre;
- these difficulties are known to a Form Tutor, a Year Achievement Co-ordinator, 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 mock examinations and internal school tests.

The following are two examples where candidates may be eligible for separate invigilation:

- A candidate with depression who has been under Child and Adolescent Mental Health Services (Specialist CAMHS Tier 3);
- 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.

April 2019

¹ Substantial means more than minor or trivial.

² Long term means the impairment has existing for more than 12 months or is likely to do so.