**WROTHAM SCHOOL**

**Separate invigilation Policy**

Separate invigilation within the centre is an access arrangement and the need for the arrangement is determined by the SENCo, in conjunction with relevant teaching staff and the Exams Officer and Line Manager in charge of exams.

The decision for separate invigilation must be based on the following criteria:

* the candidate’s difficulties are established within the centre
* the candidate’s 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 mock examinations as a consequence of a long term medical condition or long term social, mental or emotional needs
* the candidate is at a substantial disadvantage when compared with other non-disabled candidates undertaking the assessment and it would be reasonable in all the circumstances to provide the arrangement

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

* a candidate with depression or anxiety who is being supported by the Child and Adolescent Mental Health Services (CAMHS)
* a candidate with an established medical condition or a formally recognised social, emotional or behavioural difficulty

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

Separate invigilation within the centre is no different to other access arrangements, such as prompters,supervised rest breaks etc. Senior staff with pastoral responsibilities will be aware of students with established and long term difficulties and which candidates may require and be eligible for separate invigilation. Working with the SENCo, and the exams officer (EO) who may highlight issues such as room availability and the need for additional invigilators, a centre-based decision is made on the need for separate invigilation.