

### **Separate Invigilation Policy**

**Smaller room (sitting the examination outside of the main examination room/hall e.g. in a smaller group of candidates).**

A smaller room will be considered for candidates with:

- **Long term mental health issues.**
- **Long term social or emotional needs.**
- **A medical condition necessitating separate invigilation.**

The Senco/ Specialist Assessor will make arrangements for a candidate to sit their examination in a smaller room if:

- **The candidate provides written evidence from a medical or mental health professional outlining their need and explicitly recommending separate invigilation**

**OR**

- **A candidate with mental health and/or social/emotional needs is accessing support within college or from an external agency e.g. CAMHs.**

In addition, the candidate's history of need must be known to the Safeguarding team/ Additional Support department.

In all cases use of a smaller room must reflect the candidate's **NORMAL WAY OF WORKING** within the centre and be appropriate to the candidate's needs. The use of a smaller room will not be granted to a candidate based on preference: the college must be aware of a history of needs.

**Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.**

Candidates should be made aware that there may be up to 20 other candidates sitting their examinations in the smaller room.

## **Own Room Policy**

In very exceptional circumstances a candidate may be granted separate invigilation in their own room.

Separate invigilation in the candidate's own room will be granted where, in addition to the evidence required for a smaller room, the candidate can provide evidence that they will be significantly disadvantaged by sitting their examination in a room with other candidates, as follows:

- Written evidence from a medical or mental health specialist explicitly recommending the use of a candidate's own room **AND**
- A significant history of need, known to the Safeguarding team/ Additional Support Department **AND**
- Evidence from teaching staff/ LSAs supporting the use of own room.

**In all cases of separate invigilation, evidence must be on file before the examination takes place.**