



OWNED BY	STUDENT JOURNEY MANAGER/EXAMS OFFICER
Policy	Exams Separate Invigilation within Centre Policy
DATE OF LAST REVIEW	SEPTEMBER 2023
PLANNED NEXT REVIEW	AUGUST 2025
APPROVAL	SLT

Role	Name(s)
Head of centre	Matt Reynolds
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike
Senco	Gill Thomas

Separate Invigilation within the Centre

Any student who has been assessed by the academic support team (Senco) as needing separate invigilation within the centre will have been assessed following the guidelines in both the Access Arrangements Policy and Disability Policy (exams).

Types of Separate Invigilation

The centre provides for the following types of separate invigilation:

Solo – a room for use of the student and an invigilator

Small Group – a room suitably manned by invigilators to a maximum of 20 students

Read Aloud Students – a room appropriately manned to a maximum of 5 students (dependent on room size which may allow for more)

Scribe – a room appropriately manned to maximum of 5 students

Data Protection

When managing a student's personal data information it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.