

Queen Elizabeth High School



Exams Appendix 8 Alternative Rooming Invigilation Within the Centre Policy

#EX27

Last updated: 28 January 2026

Review Date: 28 January 2027

Key staff involved in examinations procedures

Role	Name
Head of Centre:	Mr. M Farmer
Central Team Support:	Mrs D Wiles
SLT Members:	Mr. S Seneque, Mrs M Watkiss
SENCO:	Mrs E Davies
Exams Officer:	Ms G Mitchell
Lead Invigilator:	Mr P Staddon

This policy is reviewed and updated annually to ensure that alternative invigilation at Queen Elizabeth High School is awarded and managed in accordance with current requirements and regulations.

References in this policy to AA and ICE refer to the JCQ publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations

Introduction

Alternative invigilation within the centre is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate with an established difficulty may be eligible to take an examination accommodated in another room alternative to the main cohort.

Purpose of the policy

The purpose of this policy is to confirm the criteria when this arrangement may be considered and granted for a candidate at Queen Elizabeth High School in compliance with the regulations.

Decisions on the awarding of the arrangement

At Queen Elizabeth High School, decisions on the awarding of the arrangement are made by:

Mrs E. Davies

Decisions are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect (AA 5.16)
- The candidate's normal way of working within the centre (AA 5.16)
- Ensuring the proposed arrangement does not disadvantage or advantage the candidate (AA 4.2.1)

Criteria for the awarding of the arrangement

Alternative invigilation will be considered where the arrangement would prevent a candidate from being placed at a substantial disadvantage and where the following conditions are met:

- The candidate has an established difficulty as defined in section 5.16 of the JCQ's Access Arrangements and Reasonable Adjustments publication (ICE 14.18)
- The candidate has a long-term medical condition or long term social, mental, or emotional need (AA 5.16)
- The candidate's difficulties are established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (AA 5.16)
- Alternative invigilation reflects the candidate's normal way of working in internal tests and mock examinations because of a long-term medical condition or long term social, mental, or emotional needs (AA 5.16)
- The candidate's disability is established within the centre (see Chapter 4, paragraph 4.1.4). This means it is known to a Form Tutor, a Head of Year, the SENCo or a senior

member of staff with pastoral responsibilities. For example, a long-term medical condition which has a substantial and adverse effect.

Where a candidate is subject to alternative invigilation within the centre, the regulations and guidance within the JCQ publication Instructions for conducting examinations will be adhered to, particularly in relation to accommodation and invigilation arrangements (ICE 14.18)

Alternative room arrangements

At Queen Elizabeth High School arrangements for seating candidates in rooms alternative to the main cohort may be put in place in other circumstances. As and when applicable, these circumstances include:

- The candidate will be accommodated in an alternative room with an invigilator on a 1:1 basis