

# Separate Invigilation within the Centre Policy

2020/21

This policy is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
Exams Officer	
<b>Date of next review</b>	01 Sep 2021

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Jim Grant</b>
Exams Team	<b>Neil Owen, Wendy Cowgill, Jane Hart</b>
Senco	<b>Gill Thomas</b>

## **Separate Invigilation within the Centre**

Any student who has been assessed by the academic support team 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 student and invigilator

Small Group – a room suitably manned by invigilators to a maximum of 15 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.