



**ASHFIELD
SCHOOL**

PROCEDURES FOR SUPPORTING STUDENTS 2021-22

Date of issue: 01/08/2021



Arranging dispensation

All dispensations to be arranged and a meeting to be held with Exams Officer and SENCO at least one month prior to the start of the examination series' this to include any students requiring to be re-roomed due to possible disruption during the exams.

Timeline	1st Oct - November Exams
	1st Dec - January Exams
	1st Feb - March Exams
	1st April - Summer exams

During the exam

- All papers/Word processors to be collected from the exam team in reception 8:45 for a morning exam and 1:15 for an afternoon exam.
- Any changes to exam room seating arrangements due to possible disruptive behaviour, etc. must be made with the senior invigilator prior to students entering the room.
- Only exam personnel will be authorized to remove a student and/or examination paper from a room on the day of the exam. This person will be solely responsible for ensuring the senior invigilator is aware of any changes being made in the room and that the correct paper/s are being sat.
- All papers for students removed from the main examination rooms by a member of staff for special arrangements (i.e. - one-to-one, word processors, braille's etc) as soon as completed must be taken and handed to the exam officer or senior invigilator. This is to include any additional forms which require completing and printing out any work if a word processor has been used.
- Any school personnel entering an examination room should inform the senior invigilator of their role during the exam.

Rachel Talbot

Examinations Officer

