

October 2019

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## Requests for Special Exam Arrangements for Anxiety

Arrangements to do exams in a smaller exam room, or with another specific seating arrangement, will be decided based on the following guidelines:

1. Students with an anxiety and/or mental health issue for which they have specialist support or intervention from CAMHS, an NHS Psychiatrist, Consultant etc. (but not just a letter from a GP or parent) can be considered for specific seating arrangements, including a room rather than the Hall, if required and requested. This should also have been their "normal way of working" over time leading up to the examination period
2. Students whose "normal way of working" involves specific seating arrangements across the board in lessons and / or doesn't attend hall events e.g. assembly, may qualify to have a similar provision for exams (SEN/Head of House will hold the paperwork and evidence of this).
3. Students with other difficulties, for whom we consider invigilation in a smaller room or specific seating arrangements to be an appropriate and reasonable adjustment in light of those difficulties, and for whom evidence over time has been collected and is held by SEN / Head of House, will be seated accordingly.
4. Any student who has an extenuating circumstance that occurs in the lead up to, or during, the exam period that is likely to impact on their usual exam performance, will be considered under the usual "special consideration" arrangements by Mrs Sutton – Exams Officer, evidence collected and the exam board advised if JCQ criteria are met. Seating arrangements may also be varied at the last minute on these occasions and in consultation with the student.

Cases in categories 1-3 will be agreed by February half term at the latest following discussion with SEN, Exams, Head of House and Senior Leadership Team.

Any case that does not fall clearly under any of these categories will be looked at individually and all final decisions will be made by the Senior Leadership Team.

No special seating arrangements should be put into place for internal exams etc. unless agreed by the SEN / Exams Department so that there is a full audit trail going forward to external exams.



Mr Gohil  
Deputy Head teacher – SENCO