



Alternative Rooming Arrangements Policy (Exams)

Sir Thomas Rich's

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Centre Name	Sir Thomas Rich's
Centre Number	57143
Date policy first created	22/11/2023
Current policy approved by	Senior Management Team (SMT), Governors' Curriculum and Evaluation Committee
Current policy reviewed by	Jo Tyler
Date of next review	22/11/2024

Key staff involved in the policy

Role	Name
Head of Centre	Matthew Morgan
Senior leader(s)	Dave Dempsey
Exams officer	Jo Tyler
ALS lead/SENCo	Jo Loveridge
Other staff (if applicable)	Senior Management Team (SMT), Governors' Curriculum and Evaluation Committee

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Sir Thomas Rich's are 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

(Formerly known as separate invigilation) Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) 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 their examinations in a smaller environment away from the main examination room.

Purpose of the policy

The purpose of this policy is to confirm the criteria when these arrangements may be considered and granted for a candidate at Sir Thomas Rich's in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Sir Thomas Rich's, decisions on the awarding of the arrangement are made by: Jo Loveridge - SENCO and Safeguarding Lead.

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 unfairly disadvantage or advantage the candidate (AA 4.2.1)
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.(AA 5.16)

Additional information:

Not Applicable

2. Criteria for the awarding of the arrangement

Alternative rooming arrangements 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's disability is established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (AA 5.16)
- Alternative rooming arrangements reflects the candidate's normal and current way of working in internal tests and mock examinations (AA 5.16)
- Where a candidate sits their examinations in a smaller environment away from the main examination room, 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)

Additional information:

Jo Loveridge - SENCO:

Gathers evidence to support the need for access arrangement for a candidate.

Liaises with teaching staff to gather evidence of the normal way of working of an affected candidate.

Produces IEP for the affected candidate, liaises with the Exams Officer regarding exam time arrangements.

Ensures that the criteria for granting separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in the main exam rooms.

Senior Leaders, Heads of department and teaching staff

Support the SENCo & Assistant SENCo in determining and implementing appropriate access arrangements. Provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.

Exams Officer

Liaises with the SENCo and Assistant SENCo regarding access arrangements for candidates and implements them.

Works with SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangements fully understand the respective role and what is and what is not permissible in the exam room.

3. Other rooming arrangements

At Sir Thomas Rich's arrangements for seating candidates in rooms separate to the main cohort may be put in place in other circumstances. As and when applicable, these circumstances include:

Candidates diagnosed with a physical disability, sensory impairment, developmental condition (e.g. ASD or ADHD) or a medical or mental health condition, may be eligible for separate invigilation, or invigilation in a room with a smaller number of candidates, within the centre.

Candidates with a medical or mental health condition may occasionally be eligible to sit examinations in a room with a smaller number of candidates.

Candidates requiring readers or scribes are seated in separate rooms within the centre.

Candidates requiring the use of a word processor, may be eligible for separate invigilation, or invigilation in a room with a smaller number of candidates, within the centre.

In order to qualify for this arrangement there must be a thoroughly documented history of need (within School) and/or compelling written evidence from an outside agency.

Changes 2023/2024

(Changed) References to 'separate invigilation' to 'alternative rooming arrangements' where applicable.

(Changed) Under **Introduction**: Separate invigilation within the centre is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate may be eligible to take an examination accommodated outside of the main examination room(s), for example in a room for a smaller group of candidates. (To) (Formerly known as separate invigilation) Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) 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 their examinations in a smaller environment away from the main examination room.

(Changed) Under **Criteria for the awarding of the arrangement**: Separate 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: (To) Alternative rooming arrangements will be considered where the arrangement would prevent a candidate from being placed at a substantial disadvantage and where the following conditions are met:

and

(Changed) Where a candidate is subject to separate 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) (To) Where a candidate sits their examinations in a smaller environment away from the main examination room, 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)

Centre-specific changes

Not Applicable