

Alternative rooming arrangements policy

2023/24

Key staff involved in the policy

Role	Name(s)
Head of centre	Mr N K Willingham
Senior leader(s)	Mr L Feaviour
SENCo	Mrs K Bunting
Exams officer	Mrs M Lemin

Introduction

Alternative rooming arrangements are an access arrangement as defined by JCQ regulations. Alternative rooming can be considered where a candidate has a substantial and long-term impairment. For example, the candidate has a long-term medical condition, a long-term psychological condition or long-term social, emotional and mental health needs. Candidates who are eligible may sit examinations outside of the main examination hall, for example, in a classroom with a smaller group of candidates with similar needs.

Purpose of the policy

The purpose of this policy is to confirm the criteria for when this arrangement may be considered and granted in compliance with regulations.

Criteria for awarding the arrangement

Alternative rooming decisions are made by the senior leader with responsibility for exams, the SENCo and the exams officer. They are based upon the following:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect when they sit internal tests and mock examinations
- The candidate's disability or impairment must be well established within the centre and known to their Form tutor, Head of Year, the SenCo, Exams officer and Pastoral officer
- The proposed arrangement does not unfairly advantage or disadvantage the candidate
- Candidates who require access arrangements such as a reader, prompter, scribe etc. may need to be accommodated away from the main examination hall.

Alternative rooming arrangements **must** reflect the candidate's normal and current way of working in internal school tests and mock examinations. Nervousness, general anxiety or being worried about examinations is not sufficient grounds for alternative rooming arrangements within the centre. A list of candidates awarded the arrangement, signed by the SLT member with responsibility for exams, will be kept on file for inspection purposes.

Additional information

- Alternative rooming arrangements do not mean a separate room for a single student. This arrangement is available only in exceptional circumstances.
- Those who are granted alternative rooming arrangements will be seated away from the main exam hall with other candidates who have similar needs.
- All decisions will be made based on need and availability. Space in smaller rooms is very limited and can only be granted where there is a clear history of need.
- The regulations for conducting examinations, as set out by the JCQ, must be adhered to for all public examinations, regardless of venue. Candidates remain under exam conditions for the duration of the examination.