

ALTERNATIVE ROOMING ARRANGEMENTS POLICY

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
David Martin	
Date of next review	Autumn 2024

Alternative Rooming Arrangements Policy (Exams)

Katherine Warrington School

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Centre Name	Katherine Warrington School
Centre Number	17502
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Current policy approved by	David Martin
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Key staff involved in the policy

Role	Name
Head of Centre	David Martin
Senior leader(s)	Gareth Livesy-Jones
Exams officer	Michelle Phillips
ALS lead/SENCo	Abigail Grainger

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Katherine Warrington School 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 Katherine Warrington School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Katherine Warington School, decisions on the awarding of the arrangement are made by: SENCo and Assistant SENCo.

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)

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)

3. Other rooming arrangements

At Katherine Warington School 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:

seating candidates in an 'access arrangements' room to accommodate those that require readers, scribes, use of a word processor, etc.