

# ALTERNATIVE ROOMING ARRANGEMENTS POLICY

## 2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
David Martin	
Date of next review	Autumn 2026

## Alternative Rooming Arrangements Policy (Exams)

Katherine Warrington School

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Centre Name	Katherine Warrington School
Centre Number	17502
Date policy first created	17/11/2023
Current policy approved by	David Martin
Current policy reviewed by	David Martin
Date of next review	Autumn 2026

### Key staff involved in the policy

Role	Name
Head of Centre	David Martin
Senior leader(s)	Gareth Livesey-Jones
Exams officer	Michelle Phillips
SENCo (or equivalent role)	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 Warrington School, decisions on the awarding of the arrangement are made by: SENCo (or equivalent role) and the Access Arrangements Coordinator.

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)

(In accordance with the regulations: A centre must make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they cannot make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo (or equivalent role within the centre) to make appropriate and informed decisions based on the JCQ regulations.)

- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre

1:1 invigilation and the use of an alternative room would apply where the candidate has a serious medical condition such as frequent seizures, Tourette's or significant behavioural issues which would disturb other candidates in the examination room (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 Warrington 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.