

Alternative Rooming Arrangements Policy (Exams)

Heles School

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Centre Name	Heles School
Centre Number	54435
Date policy first created	19/09/2023
Current policy approved by	Ms Emma Clapham
Current policy reviewed by	Kristina Packer - Exams Officer
Date of next review	19/09/2024

Key staff involved in the policy

Role	Name
Head of Centre	Miss Justine Mason
Senior leader(s)	Ms Emma Clapham - SLT Lead to Exams
Exams officer	Kristina Packer
ALS lead/SENCo	Mrs Angela Byrne
Other staff (if applicable)	Craig Maw - Deputy Exams Officer

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

1. Decisions on the awarding of the arrangement

At Heles School, decisions on the awarding of the arrangement are made by: Angel Byrne, SENCo for students with learning difficulties and Emma Clapham SLT link to exams for all other decisions.

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:

Candidates of a nervous/anxious disposition who cannot enter a large venue, may request a smaller room, dependent on the need of each student we will trial them sitting at the back, or sitting by the door and entering the larger room ahead of all other candidates, in the first instance. It is not feasible to offer a 1:1 room for all candidates, but a smaller room is set aside for students with this need if this first step doesn't work.

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:

Not Applicable

3. Other rooming arrangements

At Heles 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:

A student with Tourette's, for example, will be granted a 1:1 room so as not to disturb other candidates, and where they feel they can relax and complete their exams in a calm environment. The same would apply to those students with readers, scribes or prompters so there is a minimum distraction to other students. Whilst it will not be possible to offer each candidate the use of a room on a 1:1 basis, some candidates may benefit from being seated together in a smaller venue, similar in size to the classroom. There is no need to process an application using Access Arrangements Online or to record evidence. However, the Exams Officer will need written authority to ensure the arrangement is put in place either from SLT or the SENCo.

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

September 2023, no centre-specific updates