



Alternative Rooming Arrangements Policy

Academic Year 2023 - 2024

Alternative Rooming Arrangements Policy

Centre Name	Lutterworth High School
Centre Number	25269
Date policy first created	September 2023
Current policy approved by	The Governing Body
Current policy reviewed by	Jane Moore - Exams Officer / Natalie Tebbatt - SLT Link Exams
Date of next review	September 2024

Key staff involved in the policy

Role	Name
Head of Centre	Mr Julian Kirby
Senior leader(s)	Natalie Tebbatt - SLT Link (Exams)
Exams officer	Jane Moore
ALS lead/SENCo	Katrina Farragher
Other staff (if applicable)	Donna Kosack - Access Arrangement Coordinator

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

1. Decisions on the awarding of the arrangement

At Lutterworth High School, decisions on the awarding of the arrangement are made by: Jane Moore - Exams Officer / Donna Kosack - Access Arrangements Coordinator / Natalie Tebbatt - SLT 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 Lutterworth High 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:

Candidates who have scribes, will be placed in a separate room.

Candidates who have readers, may be in a room with other candidates with readers - the use of reading pens is encouraged.

Candidates who use a word processor.

Centre-specific

Candidates who are placed in alternative rooming must be aware, there may be low level noise due to other candidates requirements.

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)