



# **Alternative Rooming Arrangements Policy (Exams)**

Sir Thomas Rich's School

## Alternative Rooming Arrangements Policy (Exams)

Centre name	Sir Thomas Rich's School
Centre number	57143
Date policy first created	22/11/2023
Current policy approved by	Senior Leadership Team (SLT), Trustees' Curriculum and Evaluation Committee
Current policy reviewed by	Jo Tyler
Date of review	13/11/2024
Date of next review	13/11/2025

### Key staff involved in the policy

Role	Name
Head of centre	Matthew Lynch
Senior leader(s)	Dave Dempsey (Deputy Headteacher, Deputy Head of Centre) Sonja Jones (Director of Finance and Operations, Line Manager for exams)
Exams officer	Jo Tyler
SENCo (or equivalent role)	Jo Loveridge
Other staff (if applicable)	Senior Leadership Team (SLT), Trustees' Curriculum and Evaluation Committee

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Sir Thomas Rich's School are awarded and managed in accordance with current requirements and regulations.

References in this policy to AA and ICE refer to the JCQ documents **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

## Introduction

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 Sir Thomas Rich's School in compliance with the regulations.

## 1. Decisions on the awarding of the arrangement

At Sir Thomas Rich's School, decisions on the awarding of the arrangement are made by:

Sarah Tapscott - Designated Safeguarding Lead

Jo Loveridge - SENDCo and Deputy Designated Safeguarding Lead

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)

Additional information:

Not Applicable

## 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** document (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:

Jo Loveridge - SENDCo:

Gathers evidence to support the need for access arrangement for a candidate.

Liaises with teaching staff to gather evidence of the normal way of working of an affected candidate.

Produces IEP for the affected candidate, liaises with the Exams Officer regarding exam time arrangements.

Ensures that the criteria for granting separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in the main exam rooms.

Senior Leaders, Heads of department and teaching staff:

Support the SENDCo in determining and implementing appropriate access arrangements.

Provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.

Exams Officer:

Liaises with the SENDCo regarding access arrangements for candidates and implements them.

Works with SENDCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangements fully understand the respective role and what is and what is not permissible in the exam room.

### **3. Other rooming arrangements**

At Sir Thomas Rich's 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 diagnosed with a physical disability, sensory impairment, developmental condition (e.g. ASD or ADHD) or a medical or mental health condition, may be eligible for separate invigilation, or invigilation in a room with a smaller number of candidates, within the centre.

Candidates with a medical or mental health condition may occasionally be eligible to sit examinations in a room with a smaller number of candidates.

Candidates requiring readers or scribes are seated in separate rooms within the centre.

Candidates requiring the use of a word processor, may be eligible for separate invigilation, or invigilation in a room with a smaller number of candidates, within the centre.

In order to qualify for this arrangement there must be a thoroughly documented history of need (within School) and/or compelling written evidence from an outside agency.

## Changes 2024/2025

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Additional detail added to bullet points 3 and 4 under the heading **Decisions on the awarding of the arrangement** (Decisions are based on:)

Point 3: (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.)

Point 4: 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.

## Centre-specific changes

Not Applicable