ALTERNATIVE ROOMING ARRANGEMENTS POLICY (Exams)

2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Paula Harris-Pearce Sarah Arney	
Date of next review	Autumn 2025

Alternative Rooming Arrangements Policy

Centre name	Hayes School
Centre number	14245
Date policy first created	26/04/2024
Current policy approved by	Sarah Arney (Deputy Headteacher and SLT for Exams)
Current policy reviewed by	Paula Harris-Pearce (Exams Officer)
Date of next review	02/10/2025

Key staff involved in the policy

Role	Name
Head of centre	Claire Thompson
Senior leader(s)	Michelle Toner, Senior Deputy Headteacher Sarah Arney, Deputy Headteacher
Exams officer	Paula Harris-Pearce
ALS lead/SENCo	Paula Aliwell
Other staff (if applicable)	Grace Leng, Assistant SENCO

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

1. Decisions on the awarding of the arrangement

At Hayes School, decisions on the awarding of the arrangement are made by:

Paula Aliwell, Assistant Headteacher (SENCO)
Katie Bradley, Inclusion Manager - pastoral
Anthony Allred, Assistant Headteacher (Sixth Form) - pastoral

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:

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:

3. Other rooming arrangements

At Hayes 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:

Where an accident, injury or medical condition comes to light during the exam season and/or where for safeguarding reasons, it is considered in the interests of the candidate or other candidates for a candidate to sit examinations in an alternative room.

4. Centre-specific changes

N/A