

Examination policies and procedures



**Alternative Rooming  
Arrangements Policy  
2024/25**

## Alternative Rooming Arrangements Policy (Exams)

Centre name	Bankside School
Centre number	
Date procedures first created	04/10/2024
Current procedures approved by	Kate Jasper
Current procedures reviewed by	Kate Jasper & Chloe Boothman
Date of next review	30/09/2025

### Key staff involved in the procedures

Role	Name
Head of centre	Kate Jasper
Senior leader(s)	Kate Jasper: Headteacher Tracey Hodgkins: Assistant Headteacher
Exams Officer	Chloe Boothman
SENCo (or equivalent role)	Sian Ackerley
Other staff (if applicable)	

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

References in this policy to AA and ICE refer to the JCQ document **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 Bankside School in compliance with the regulations.

## **1. Decisions on the awarding of the arrangement**

At Bankside School, decisions on the awarding of the arrangement are made by: the SENCo and examinations officer

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 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)

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

At Bankside 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, how candidates with readers, scribes, using word processors, etc. are seated/roomed.