



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

Oldbury Academy

## Alternative Rooming Arrangements Policy (Exams)

Centre Name	Oldbury Academy
Centre Number	20657
Date policy first created	07/11/2023
Current policy approved by	Deputy Head Teacher
Current policy reviewed by	Data and IT Manager
Date of next review	01/11/2024

### Key staff involved in the policy

Role	Name
Head of Centre	Head Teacher
Senior leader(s)	Data and IT Manager - D Long
Exams officer	A Foster
ALS lead/SENCo	L Hancox
Other staff (if applicable)	

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

## 1. Decisions on the awarding of the arrangement

At Oldbury Academy, decisions on the awarding of the arrangement are made by: L Hancox - SENCo.

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:

If a candidate suffers an injury or diagnosis prior to, or during, the exam season a decision may be made to make alternative rooming arrangements; providing this does not unfairly disadvantage or advantage them. The decision will be made by the Head of Centre, in consultation with the SENCo and /or the Data and IT Manager.

## 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 Oldbury Academy 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:

These arrangements take account of candidates that may require alternative rooms due to them being awarded access arrangements eg. the use of a scribe, reader, prompter, rest breaks or for medical conditions, for example diabetic students that are required to monitor their blood sugar levels/keytones using a mobile phone or other appropriate equipment.

## 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

Upon review in November 2023 no centre specific updates or changes were applicable to this document.