



# Alternative Rooming Arrangements (Exams) Policy

2023/24

**This procedure is reviewed annually to ensure compliance with current regulations**

<b>Approved/reviewed by</b>	
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<b>Date of next review</b>	October 2024

**Key staff involved in the conduct of non-examination assessments**

<b>Role</b>	<b>Name(s)</b>
Head of Centre	<b>Glenn Mellor</b>
SLT member(s)	<b>Zoe Johal, James Heaton, Karen Taylor, Hannah Conway</b>
ALS Lead / SENCo	<b>Cat Osborne (operational) / Zoe Johal</b>
Exams officer	<b>Cathy Pierce</b>

## **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 this arrangement may be considered and granted for a candidate at Coventry Extended Learning Centre in compliance with the regulations.

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

At Coventry ELC, decisions on the awarding of this arrangement are made by the ALS Lead / SENCo in consultation with Exams 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 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)

## **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)

### **Other rooming arrangements**

- At the discretion of the Head of Centre arrangements for seating candidates in rooms separate to the main cohort may be put in place in other circumstances. The reasons include but are not limited to:
  - School refusers usually unable to attend the centre
  - Students with disruptive behavioural tendencies who will distract other students in the main room

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)