



**Alternative Rooming
Arrangements Policy (Exams)
2024-2025**

Bishop Ullathorne Catholic School

Alternative Rooming Arrangements Policy (Exams)

Centre Name	Bishop Ullathorne Catholic School
Centre Number	20414
Date policy first created	02/10/2023
Current policy approved by	Sarah Boyle (Head of Centre) / Rob Ridley (Chair of Governors)
Date policy approved	26/11/2024
Current policy reviewed by	Jackie Salter
Date policy reviewed	September 2024
Date of next review	September 2025

Key staff involved in the policy

Role	Name
Head of Centre	Sarah Boyle
Senior leader(s)	Jackie Salter, Tim Lee-Mohan
Exams officer	Laura Darlaston
ALS lead/SENCo	Jackie Salter
Other staff (if applicable)	

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

1. Decisions on the awarding of the arrangement

At Bishop Ullathorne Catholic School, decisions on the awarding of the arrangement are made by:

- Jackie Salter – SENCo
- Laura Darlaston - Data, Exams and Curriculum Manager.

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:

- Any requests for alternative accommodation for medical reasons will require a medical letter from a registered specialist.

3. Other rooming arrangements

At Bishop Ullathorne Catholic 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, for example, candidates with readers or scribes;
- illness or injury on the day of examinations that require close supervision or rest breaks.