

## Beech Lodge School

# ALTERNATIVE ROOMING ARRANGEMENTS POLICY (EXAMS)

**2024/2025**

This policy is reviewed annually to ensure compliance with current regulations.

|                             |                |
|-----------------------------|----------------|
| <b>Approved/reviewed by</b> | James Thorpe   |
| <b>Date of next review</b>  | September 2025 |

### Key staff involved in the procedure

| <b>Role</b>                                         | <b>Names</b>                                                                |
|-----------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Proprietor</b>                                   | <b>Daniela Shanly</b>                                                       |
| <b>Head of Centre</b>                               | <b>James Thorpe</b>                                                         |
| <b>SENCo</b>                                        | <b>Sara Doherty</b>                                                         |
| <b>SLT members</b>                                  | <b>Daniela Shanly, Lucy Barnes, Dan Gillespie, James Thorpe, Jack Rider</b> |
| <b>Teaching staff</b>                               | <b>All staff</b>                                                            |
| <b>Access arrangement facilitator/Exams Officer</b> | <b>Sara Doherty/Shelley Hopper</b>                                          |

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## **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 Beech Lodge School in compliance with the regulations.

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

At Beech Lodge School, decisions on the awarding of the arrangement are made by the 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)

(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 Beech Lodge 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:

- Beech Lodge is a school for special provision. As such, some of our students have difficulty with self-regulation as a consequence of a long-term medical condition or long term social, mental or emotional needs. This means that some candidates routinely work with alternative rooming arrangements, so that they can be better regulated in order to access the teaching and learning. It also prevents them from disrupting the learning of others in the same room. For this reason, some candidates may therefore require alternative rooming arrangements and it will reflect the candidate's normal way of working in the classroom and in internal school tests, assessments and mock examinations. The only exception to this would be a temporary illness or other temporary impairment which will be clearly evidenced.