

Beech Lodge School

ALTERNATIVE ROOMING ARRANGEMENTS POLICY (EXAMS)

2023/2024

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

Approved/reviewed by	James Thorpe
Date of next review	September 2024

Key staff involved in the procedure

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

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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 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)
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre. (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 publication** (ICE 14.18)
- The candidate has a long-term medical condition or long term social, emotional and mental health needs (AA 5.16)
- The candidate's difficulties are established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (AA 5.16)

- Separate invigilation reflects the candidate's normal way of working in internal tests and mock examinations because of a long-term medical condition or long term social, emotional and mental health needs (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.