



**Chulmleigh College**  
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# **Alternative Rooming Arrangements Policy (Exams) 2024-25**

Chulmleigh Community College

## Alternative Rooming Arrangements Policy (Exams) 2024-25

Centre name	Chulmleigh Community College
Centre number	54123
Date policy first created	06/09/2023
Current policy approved by	Michael Johnson
Current policy reviewed by	Cressida Harrington
Date of review	27/03/2025
Date of next review	01/11/2025

### Key staff involved in the policy

Role	Name
Head of centre	Michael Johnson
Senior leader(s)	Neil Payne
Exams officer	Cressida Harrington
SENCo (or equivalent role)	Louise Miller-Marshall
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Chulmleigh Community College are awarded and managed in accordance with current requirements and regulations.

References in this policy to AA and ICE refer to the JCQ documents **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

## 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 Chulmleigh Community College in compliance with the regulations.

## 1. Decisions on the awarding of the arrangement

At Chulmleigh Community College, decisions on the awarding of the arrangement are made by:

Louise Miller-Marshall - SENDCo

Cressida Harrington - Exams Officer/Access Arrangements Coordinator

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 SENDCo (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)

Additional information:

Not applicable

## 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)

Additional information:

Not applicable

### **3. Other rooming arrangements**

At Chulmleigh Community College 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:

The SENDCo will gather evidence and compile a portfolio for any candidate who may require separate invigilation, and then liaise with the exams officer to determine an appropriate venue within the centre. The evidence will be stored in the SEND Department.

The separate accommodation rooms are generally located in PE3 in the Sports Hall complex. This facility accommodates candidates with readers, scribes or prompts and where it is not appropriate for candidates to sit with the main cohort e.g. medical conditions or candidates with a psychological condition, which is being addressed by CAMHS or an approved counsellor. The SENDCo will gather evidence and compile a portfolio for any candidate who may require separate invigilation, and then liaise with the exams officer to determine an appropriate venue within the centre.

The Exams Officer is then responsible for ensuring that the venue is appropriately prepared for separate invigilation, in accordance with JCQ regulations.

The SENDCo and the exams officer will appoint appropriately qualified invigilators for the separate invigilation rooms. The exams officer will train the invigilators to the usual invigilation standard and to the individualised needs of the candidate, with the details recorded in the invigilator training log.

## **Changes 2024/2025**

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Additional detail added to bullet points 3 and 4 under the heading **Decisions on the awarding of the arrangement** (Decisions are based on:)

Point 3: (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.)

Point 4: 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.

## **Centre-specific changes**

Upon review in March 2025, no centre-specific updates or changes were applicable to this document.