

Processes and Procedures

<b>Title:</b>	Alternative Rooming Arrangements
<b>Associated Policies and Procedures:</b>	Access Arrangements Procedure
<b>Head of Centre</b>	Cristina Taboada-Naya
<b>Senior leader(s)</b>	Abigail Boddy (Deputy Headteacher) Abigail Bell (Assistant Headteacher)
<b>Exams officer</b>	Jenny Legg
<b>SENCo (or equivalent role)</b>	Julia Smallman (Lead for SEND and Inclusion)
<b>1</b>	<b>Introduction</b>
	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.
<b>2</b>	<b>Purpose of these procedures</b>
	The purpose of this procedure is to confirm the criteria when these arrangements may be considered and granted for a candidate at Northampton School for Girls in compliance with the regulations.
<b>3</b>	<b>Decision on the awarding of alternative rooming arrangements</b>
	<p>At Northampton School for Girls, decisions on the awarding of alternative rooming arrangements are made by:</p> <ul style="list-style-type: none"> <li>• SENCo and/or the Lead for SEND and Inclusion</li> <li>• Examination Officer</li> <li>• Deputy Headteacher/Head of Centre</li> </ul> <p><b>Decisions are based on:</b></p> <ul style="list-style-type: none"> <li>• Whether the candidate has a <b>substantial and long-term impairment</b> which has an adverse effect (AA 5.16).</li> <li>• The candidate’s <b>normal way of working</b> within the Centre (AA 5.16).</li> <li>• Ensuring the proposed arrangement does not unfairly disadvantage or advantage the candidate (AA 4.2.1).</li> </ul> <p><b>In accordance with the regulations:</b></p> <p>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.</p> <p>It is the responsibility of the SENCo (or equivalent role within the centre) to make appropriate and informed decisions based on the JCQ regulations.)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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).</li> </ul>
<p><b>4</b></p>	<p><b>Criteria for the awarding of the arrangement</b></p>
	<p>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:</p> <ul style="list-style-type: none"> <li>• The candidate has an established difficulty as defined in section 5.16 of the JCQ's <b>Access Arrangements and Reasonable Adjustments</b> document (ICE 14.18).</li> <li>• 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).</li> <li>• Alternative rooming arrangements reflects the candidate’s normal and current way of working in internal tests and mock examinations (AA 5.16).</li> <li>• Where a candidate sits their examinations in a smaller environment away from the main examination room, the regulations and guidance within the JCQ publication <b>Instructions for conducting examinations</b> will be adhered to, particularly in relation to accommodation and invigilation arrangements (ICE 14.18).</li> </ul>
<p><b>5</b></p>	<p><b>Other rooming arrangement</b></p>
	<p>At Northampton School for Girls, 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:</p> <ul style="list-style-type: none"> <li>• Students with an additional medical need.</li> <li>• Students using IT or with a reader or a scribe.</li> <li>• Students with an additional time allocation above 40%.</li> </ul>
<p><b>6</b></p>	<p><b>Monitor and Review</b></p>
	<p>This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Northampton School for Girls are awarded and managed in accordance with current requirements and regulations.</p> <p>References in this policy to AA and ICE refer to the JCQ documents <b>Access Arrangements and Reasonable Adjustments</b> and <b>Instructions for conducting examinations</b>.</p>