

<p>Dronfield Henry Fanshawe School</p> 	<p>Policy No: QE51</p>	Author:	SGI
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**Dronfield Henry Fanshawe School
Alternative Rooming Policy**

This policy is reviewed and updated annually to ensure that separate invigilation at Dronfield Henry Fanshawe School is 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

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 Dronfield Henry Fanshawe School in compliance with the regulations.

Decisions on the awarding of the arrangement

At Dronfield Henry Fanshawe School, decisions on the awarding of the arrangement are made by: Miss M Milowiz

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.
The use of an alternative room with 1:1 invigilation must only apply where the candidate has a serious medical condition, Tourett's or significant behaviour issues which would disturb other candidates in the examination room.

Criteria for the awarding of the arrangement

Alternation 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 (AA5.16)
- Alternation rooming arrangements reflects the candidate's normal and current way of working in internal tests and mock examinations (AA 5.16)
- Where a candidate is subject to separate invigilation within the centre, 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)

Other rooming arrangements

At Dronfield Henry Fanshawe 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:

- candidates with readers, scribes, using word processors,
- candidates entitled to supervised rest breaks, if the SENCo has deemed appropriate
- candidates with 25% extra time will be seated in the main hall grouped together unless the SENCo has specifically requested a smaller room.