

# Our Lady Queen of Peace

Catholic Engineering College

Alternative Rooming

Arrangements Policy 2024/25

## Mission Statement

In Christ We Grow – As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

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The policy is next due for review on 1<sup>st</sup> October 2025

## 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

The purpose of this policy is to confirm the criteria when these arrangements may be considered and granted for a candidate at Our Lady Queen of Peace Catholic Engineering College in compliance with the regulations.

## Decisions on the awarding of the arrangement

At Our Lady Queen of Peace Catholic Engineering College, decisions on the awarding of the arrangement are made by Mr Gus Diamond, 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 the 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 (AA 5.16)

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)

## 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).

### Other rooming arrangements

At Our Lady Queen of Peace Catholic Engineering 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:

- Candidates seated in a smaller room (e.g. the Conference Room) must have followed this arrangement for internal assessments and be agreed by the SENCo. It must be their normal way of working (AA 4.2.5).
- Candidates entitled to a reader only may be grouped in the same room with a shared reader. The reader will not read the paper to all candidates at the same time. Candidates should raise their hand when they require help with reading (AA 5.5.9).
- Candidates requiring the whole paper to be read to them will be roomed individually with a 1:1 reader.
- Candidates entitled to a scribe or reader and scribe will be roomed individually with a 1:1 reader and/or scribe.
- Candidates entitled to supervised rest breaks will be roomed with candidates in the smaller room. The invigilator for this room will monitor and record rest breaks.
- Candidates entitled to extra time only will be roomed in the main exam hall.
- Candidates entitled to a word processor only will be roomed in the main exam hall.