ALTERNATIVE ROOMING ARRANGEMENTS POLICY

2024-2025

Reviewed by the Examinations Officer and SENDCo

"The Governors of Greenbank High School are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment"

Key staff involved in the policy

Role	Name
Examinations Officer	Mrs J Blease
SENDco	Mrs H. Howe
ASL Lead	Mrs K. Low
Head of Centre	Ms D. Aspinall
Other relevant Senior Leadership	Miss C. Cullen (Assistant Headteacher / Exams Manager)

This policy is reviewed and updated annually to ensure that Alternative Rooming Arrangements at Greenbank High School is awarded and managed in accordance with current requirements and regulations.
References in this policy to AARA and ICE refer to the JCQ publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

Introduction

Alternative Rooming Arrangements within the centre 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 an examination accommodated in another room separate to the main cohort.

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 Greenbank High School in compliance with the regulations.

Decisions on the awarding of the arrangement at Greenbank High School, decisions on the awarding of the arrangement are made by the SENDCo and Examinations Officer.

Decisions are based on:

- Whether the candidate has a substantial and long term impairment which has an adverse effect (AARARA 5.16)

- The candidate's normal way of working within the centre (AARARA 5.16)

- Ensuring the proposed arrangement does not disadvantage or advantage the candidate (AARARA 4.2.1)

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, mental or emotional need (AARA 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 (AARA 5.16)
Alternative Rooming Arrangements 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, mental or emotional needs (AARA 5.16)

Where a candidate is subject to Alternative Rooming Arrangements 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)

Additional information:

In cases of an emergency medical condition this would be reviewed by the SENDCO and Examinations Officer and it would be determined what arrangement is needed.

At Greenbank High 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:

- emergency short term medical conditions when a pupil is not able to sit the exam with the main cohort due to circumstances and potential short term access arrangements that are required.

- To support pupils who are struggling with mental or emotional health due to a pre-existing condition or other circumstances, where it is in the best interest of the pupil to be separate from the main cohort of pupils.

- This list is not exclusive, and all circumstances will be considered and reviewed by the SENDCO and Examinations Officer to ensure no pupil is disadvantaged when completing examinations.