

Appendix 3: alternative rooming arrangements

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.

The purpose of this appendix is to confirm the criteria when these arrangements may be considered and granted for a candidate at Watford Grammar School for Girls in compliance with the regulations.

1. Decisions on the awarding of the arrangement

Decisions on the awarding of the arrangement are made by the SENDCO, appropriate Director of Key Stage and, as necessary, other members of SLT such as the DSL.

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)

Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre. (AA 5.16)

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 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 (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)

The Access Arrangement room will also accommodate 'smaller environment' needs.

3. Other rooming needs

Arrangements for seating candidates in rooms separate to the main cohort may be put in place in other circumstances. For example, all access arrangement candidates may be accommodated in a location other than the main venue.