



Alternative Rooming Arrangements 2425

Ancora House School

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Centre name	Ancora House School
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Date policy first created	19/09/2023
Current policy approved by	Sian Thomas
Current policy reviewed by	Lauren Calver
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Date of next review	19/09/2025

Key staff involved in the policy

Role	Name
Head of centre	Sian Thomas
Senior leader(s)	Amanda Lacey, Carli Willis
Exams officer	Lauren Calver
SENCo (or equivalent role)	Sheila Kennedy
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Ancora House School are awarded and managed in accordance with current requirements and regulations.

References in this policy to AA and ICE refer to the JCQ documents **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 these arrangements may be considered and granted for a candidate at Ancora House School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Ancora House School, decisions on the awarding of the arrangement are made by:

the SENDCo in consultation with SLT and the wider team, in some cases advice may be sought from medical professionals but the final decision lies with the SENDCo and HOC

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 SENDCo (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

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)

Additional information:

As we are a mental health provision all of our students are suffering with acute mental health difficulties, we are a small provision with limited space, we will aim to room students together where possible unless their normal way of working or current mental health needs dictate otherwise. In most cases, due to the size of the cohort and the space, students will be roomed 2/3 to a room.

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** 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 reflect 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)

Additional information:

In the event a student arrives midway through the exam season and is not known to the centre, the exams officer will liaise with the entering centre to establish NWOW and current needs in relation to alternative rooming arrangements.

3. Other rooming arrangements

At Ancora House 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:

As our rooms are small and we do not have an exam hall, we will room students separately if they require readers, read aloud, prompt or word processors in order to minimize disruption to candidates without these access arrangements

Changes 2024/2025

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Additional detail added to bullet points 3 and 4 under the heading **Decisions on the awarding of the arrangement** (Decisions are based on:)

Point 3: (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.)

Point 4: 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.

Centre-specific changes

None applicable