



**THE
BURGESS HILL
ACADEMY**

Alternative Rooming Arrangements Policy (Exams)

The Burgess Hill Academy

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Centre name	The Burgess Hill Academy
Centre number	65111
Date policy first created	27/10/2024
Current policy approved by	Phil Snelling
Current policy reviewed by	Karen Clinton
Date of review	04/09/2024
Date of next review	04/09/2025

Key staff involved in the policy

Role	Name
Head of centre	Karen Clinton
Senior leader(s)	Lizi Sparasci Rhiannon Spear Phil Snelling Adam Griffith Kier Scott Tim Pownceby
Exams officer	Phil Snelling
SENCo (or equivalent role)	Anna Lake
Other staff (if applicable)	Lesley Gibbons

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at The Burgess Hill Academy 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 The Burgess Hill Academy in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At The Burgess Hill Academy, decisions on the awarding of the arrangement are made by:

Anna Lake (SENCo)

Lesley Gibbobs (Inclusion Co-ordinator & Parent Liaison)

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

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:

Not applicable

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 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)

Additional information:

Not applicable

3. Other rooming arrangements

At The Burgess Hill Academy 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:

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

Upon review in September 2024, no centre specific updates or changes were applicable to this document.