



Cardinal Langley RC High School

## Exams Policies & Procedures 2025-26

# ALTERNATIVE ROOMING POLICY

### Introduction

Formerly known as separate invigilation, 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/s.

### 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 Cardinal Langley RC High School in compliance with the regulations.

### Decisions on the awarding of the arrangement

At Cardinal Langley RC High School, decisions on the awarding of the arrangement are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect
- The candidate's normal way of working within the centre
- Ensuring the proposed arrangement does not unfairly disadvantage or advantage the candidate
- Nervousness, low level anxiety or being worried about examinations **is not** sufficient grounds for alternative rooming within the centre

### 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 chapter 1 of the JCQ's **Access Arrangements and Reasonable Adjustments** publication
- The candidate's disability is established within the centre and known to relevant staff and/or a senior member of staff with pastoral responsibilities
- Alternative rooming arrangements reflects the candidate's normal and current way of working in internal assessments and mock examinations
- Where a candidate sits their examinations in a smaller environment away from the main examination room/s, the regulations and guidance within the JCQ publication **Instructions for Conducting Examinations** will be adhered to, particularly in relation to accommodation and invigilation arrangements