





THE COOPERS' COMPANY  
AND COBORN SCHOOL

*Love as Brethren*

## Alternative rooming arrangements **2023/24**

 	Name of School	The Coopers' Company and Coborn School
	Policy review Date	January 2024
	Date of next Review	January 2025
	Who reviewed this policy?	Mrs. A. Titley
	Approved by SLT	APPROVED



**Contents**

Key staff involved in the request for separate invigilation ..... 1

Introduction..... 2

Purpose of the policy ..... 2

Decision on the awarding of the arrangement..... 2

Criteria for awarding of the arrangement ..... 2

Other rooming arrangements..... 2



## Key staff involved in the request for separate invigilation

Role	Name(s)
Head of centre	<b>Ms. S. Hay</b>
SLT members	<b>Mr. R. Bell</b> <b>Mr. M. Duncan</b> <b>Mr. J. Edwards</b> <b>Mrs. J. Harris</b> <b>Mrs. R. Carron</b> <b>Mr. J. Dudley-Hart</b> <b>Mr. L. Bonnett</b>
SENCo	<b>Mrs. R. Carron</b>
Assistant SENCo	<b>Mrs. V. Bradley / Mrs. B. Teece</b>
Exams office	<b>Mrs. A. Titley – Examinations and Data Manager</b> <b>Mrs. L. Butler – Deputy Exams Officer</b>

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

References in this policy to AA and ICE refer to the JCQ publications [Access Arrangements and Reasonable Adjustments](#) and [Instructions for conducting examinations](#).



## 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.

## 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 The Coopers' Company and Coborn School in compliance with the regulations.

## Decision on the awarding of the arrangement

At The Coopers' Company and Coborn School, decisions on the awarding of the arrangement are determined by the SENCo, in conjunction with relevant teaching staff and exam team personnel.

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 proposal 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](#)).

## Criteria for 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](#))
- Any student who has an extenuating circumstance that occurs in the lead up to, or during the exam period that is likely to impact on their usual exam performance, will be considered under the usual "special consideration". Evidence will be collated and the exam board advised if JCQ criteria is met. Seating arrangements may also be varied at the last minute on these occasions and in consultation with the student.
- In order to evidence the need for separate invigilation, The Coopers' Company and Coborn School will require a letter from CAMHS, a HCPC registered psychologist, a hospital consultant, a psychiatrist, the Local Authority Specialist Service, the Local Authority Sensory Impairment Service, the Occupational Health Service, a Speech and Language Therapist or an Education, Health and Care Plan. Letters from a GP will NOT be accepted. This evidence must confirm the candidate's eligibility for separate invigilation.

## Other rooming arrangements

At The Coopers Company and Coborn 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:



- Seating candidates in an 'access arrangements' room;
- Candidates who require a reader;
- Candidates who require a scribe.