



Alternative Rooming Arrangements Policy 2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Dr Zakia Maqbool	
Date of next review	March 2026

Key staff involved in the policy

Role	Name(s)
Head of centre	Dr Zakia Maqbool
Exams officer	Mrs Abida Bibi
Senior leader(s)	Mrs Sadia Waseem

References in this policy to **AA** and **ICE** refer to the JCQ documents 2024/2025: ***A**ccess **A**rrangements and Reasonable Adjustments* and ***I**nstructions for **C**onducting **E**xaminations*.

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 Bolton Islamic Girls School in compliance with the regulations.

Decisions on the awarding of the arrangement

In accordance with the regulations: Bolton Islamic Girls School will 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.

At Bolton Islamic Girls School 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)
- Needs of 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)

It is important to note that nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation 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 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)

Other rooming arrangements

At Bolton Islamic Girls 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:

- The candidate has an access arrangement which would disturb other candidates (e.g. reader, scribe, practical assistant etc.)
- The candidate has sensory sensitivities or noise or other issues and this has been identified as the normal way of working within the centre by teaching staff.
- The candidate has behavioural issues which may disturb other candidates.
- Other evidence showing a medical need.
- Other evidence to show that this would be the candidate's normal way of working and has been discussed by teaching staff and the Examinations Officer in advance of the examination.