

## OXFORD INTERNATIONAL COLLEGE BRIGHTON

### ALTERNATIVE ROOMING ARRANGEMENTS POLICY (Exams)

|                        |                                    |
|------------------------|------------------------------------|
| POLICY INTENDED FOR:   | All Staff                          |
| CATEGORY:              | Exam                               |
| POLICY IMPLEMENTED BY: | Deputy Principal Academic          |
| REVIEWED BY:           | Exams and Academic Support Officer |
| REVIEWED DATE:         | August 2026                        |
| NEXT REVIEW:           | August 2027                        |

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## INTRODUCTION AND AIMS

(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 these arrangements may be considered and granted for a candidate at Oxford International College Brighton in compliance with the regulations.

## DECISIONS ON THE AWARDING OF THE ARRANGEMENT

At Oxford International College Brighton, decisions on the awarding of the arrangement are made by: Samuel Walton and Gemma Hannan, with support from the SENCO and other appropriate agencies which support the pupils at OIC Brighton, including CAHMS, ED Psychologists and other health care professionals.

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)
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre. (AA 5.16)

Additional information:

N/A

### 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 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)

Additional information:

N/A

### OTHER ROOMING ARRANGEMENTS

At Oxford International College Brighton 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, depending on need. Candidates with readers and or scribes in own rooms. Candidates using word processors, can be in the main hall or in individual rooms depending on needs.

### CENTRE-SPECIFIC CHANGES

N/A