Alternative Rooming Arrangements Policy (Exams)

Hele's School

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Centre name	Hele's School
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Date policy first created	19/09/2023
Current policy approved by	Ms Emma Clapham
Current policy reviewed by	Kristina Packer - Exams Officer
Date of review	11/10/2025
Date of next review	19/10/2026

Key staff involved in the policy

Role	**Name**
Head of centre	Ms Emma Clapham
Senior leader(s)	Ms Emma Clapham - SLT Lead to Exams
Exams officer	Kristina Packer
SENCo (or equivalent role)	Mrs Angela Byrne
Other staff (if applicable)	Craig Maw - Deputy Exams Officer

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Hele's School are awarded and managed in accordance with current requirements and regulations.

References in this policy to AARA 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 Hele's School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Hele's School, decisions on the awarding of the arrangement are made by: Angel Byrne, SENCo for students with learning difficulties and Emma Clapham SLT link to exams for all other decisions.

Decisions are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect (AARA 5.16)
- The candidate's normal way of working within the centre (AARA 5.16)
- Ensuring the proposed arrangement does not unfairly disadvantage or advantage the candidate (AARA 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

  The use of an alternative room with one-to-one invigilation must only 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 (AARA 5.16)

Additional information:

Candidates of a nervous/anxious disposition who cannot enter a large venue, may request a smaller room, dependent on the need of each student we will trial them sitting at the back, or sitting by the door and entering the larger room ahead of all other candidates, in the first instance.
It is not feasible to offer a 1:1 room for all candidates, but a smaller room is set aside for students with this need if this first step doesn't work.

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 (AARA 5.16)

- Alternative rooming arrangements reflects the candidate's normal and current way of working in internal tests and mock examinations (AARA 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 document **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 Hele's 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:

A student with Tourette's, for example, will be granted a 1:1 room so as not to disturb other candidates, and where they feel they can relax and complete their exams in a calm environment. The same would apply to those students with readers, scribes or prompters so there is a minimum distraction to other students.
Whilst it will not be possible to offer each candidate the use of a room on a 1:1 basis, some candidates may benefit from being seated together in a smaller venue, similar in size to the classroom.
There is no need to process an application using Access Arrangements Online or to record evidence. However, the Exams Officer will need written authority to ensure the arrangement is put in place either from SLT or the SENCo.

Changes 2025/2026

In terms of JCQ regulations for 2025/2026, no changes are applicable to this policy.

Centre-specific changes

No centre-specific updates