

ALTERNATIVE ROOMING ARRANGEMENTS POLICY

Approved by	David Butterworth	Date	January 2026
Next review due by			January 2027

Centre Name	Weston Secondary School
Centre Number	58659

Key staff involved in the policy

Head of Centre	David Butterworth
Senior Leader/s	Natalie Bungay Steve Smith Chris Collins Luke Wilson
Exams Officer	Claire Harlow
SENCo / Assistant SENCo	Hannah Barron/ Nicole Arding

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This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Weston Secondary 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**.

2. 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.

3. 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 Weston Secondary School in compliance with the regulations.

4. Decision on the awarding of the arrangements

At Weston Secondary School, decisions on the awarding of the arrangements are made by the SENCo / Assistant SENCo.

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 arrangements does not unfairly disadvantage or advantage the candidate (AA 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 (AA 5.16)

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)

5. Criteria for the awarding of the arrangements

Alternative rooming arrangements will be considered where the arrangements would prevent a candidate from being 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)

6. Other rooming arrangements

At Weston Secondary 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:

- Students with a Scribe
- Students with Reader support
- Students who have been identified as requiring “TLC” support where this is a normal way of working.

Signed:	
Date:	