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Alternative Rooming Arrangements Policy (Exams)

Wyedean School & Sixth Form Centre

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Centre name	Wyedean School & Sixth Form Centre
Centre number	57161
Date policy first created	20/10/2025
Current policy approved by	Full Governing Body
Current policy reviewed by	Suzanne Howells
Date of review	10/11/2026
Date of next review	10/11/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Gwennan Jeremiah
Senior leader(s)	Emma Hemsley Assistant Principal Academic
Exams Manager	Suzanne Howells
SENCo (or equivalent role)	Cari Sullivan
Other staff (if applicable)	Bianca Dowd Hanson AA Co-ordinator / Deputy SENCo Sharon Jones EO

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Wyedean School & Sixth Form Centre are awarded and managed in accordance with current requirements and regulations and reflects centre practice.

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 Wyedean School & Sixth Form Centre in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Wyedean School & Sixth Form Centre, decisions on the awarding of the arrangement are made by:

SENCo

Access Arrangements Co-ordinator

Assistant Principal Academic

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 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 (AARA 5.16)

Additional information:

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:

This will be decided on a case by case basis, but will require evidence provided by one or more of the following:
• CAMHS
• a HCPC registered psychologist/Local Authority Educational Psychology Service, Psychiatrist, Hospital Consultant (NOT A GP)
• LA Specialist Service.
The evidence will need to demonstrate that the student has had a long term condition which prevents them from sitting the examination in the examination hall.
In most cases where the above
evidence is provided, only a smaller room will be offered, not separate
invigilation.

3. Other rooming arrangements

At Wyedean School & Sixth Form Centre 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:

Appropriate rooming arrangements are made for those with readers / scribes / word processors, so as not to disturb other candidates. This does not mean that they will automatically be placed in an individual or smaller room, again decisions are made on a case by case basis

Changes effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are applicable to this policy.

Amended wording (as made in AARA 5.16 update March 2026) to state that 'The use of an alternative room with one-to-one invigilation 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'.

Centre-specific changes

No centre specific updates