Alternative Rooming Arrangements Policy (Exams)

Centre name (the Academy)	Sawtry Village Academy
Centre number	22227
Date policy first created	13/10/2024
Current policy approved by	Simon Parsons
Current policy reviewed by	Joanne Scott David Bridgeman
Date of review	13/11/2025
Date of next review	13/11/2026

Key staff involved in the policy

Role	**Name**
Head of centre	Simon Parsons
Senior leader(s)	David Bridgeman Ashley Yeomans Michelle McCloskey Corinne Wheeler Thomas Hill
Exams officer	Joanne Scott
SENCo (or equivalent role)	Ana Janjevak
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at the Academy 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 the Academy in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At the Academy, decisions on the awarding of the arrangement are made by:

- Exams Officer
- Vice Principal
- SENCo

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)

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 publication **Instructions for conducting examinations** will be adhered to, particularly in relation to accommodation and invigilation arrangements (ICE 14.18)

3. Other rooming arrangements

At the Academy 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:

- where possible, candidates using word processors are either put in an access arrangements room or are seated at the side of the main exam hall.
- Candidates with scribes are sat in individual rooms.
- Candidates with readers are sat in a smaller room with very few students that may share a reader.
- Candidates with extra time may be sat in an access arrangements room or are seated at the side of the main exam hall.
- Candidates that do not regularly attend classes with the main cohort may be sat in an individual room, an access arrangement room or in the main exam hall. This will be decided by the Exams Officer, SENCo, or a member of the SLT Team.

Changes 2025/2026

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

Centre-specific changes

Upon review in October 2025, no centre-specific updates or changes were applicable to this document.