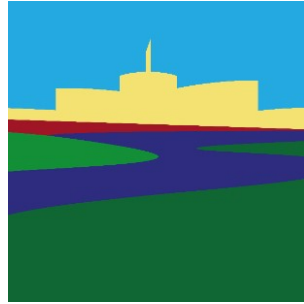




Alternative Rooming Arrangements Policy (Exams)

West Exe School

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Centre name	West Exe School
Centre number	54251
Date policy first created	24/09/2025
Current policy approved by	Julie Fossey
Current policy reviewed by	Elizabeth Henderson
Date of review	24/09/2025
Date of next review	24/09/2025

Key staff involved in the policy

Role	Name
Head of centre	Julie Fossey
Senior leader(s)	Laura Jacobs - Deputy headteacher - Head of curriculum and Standards Joseph Bispham - Deputy headteacher - Community, Character and Culture Jamie Engineer - Head of school Libby Smith - Director of raising standards
Exams officer	Elizabeth Henderson
SENDCo (or equivalent role)	Louise Darvid
Other staff (if applicable)	Helen Green - Head of learning support

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

1. Decisions on the awarding of the arrangement

At West Exe School, decisions on the awarding of the arrangement are made by:

Louise Darvid, SENDco

Helen Green - Head of learning support.

Helen Green will work with Louise Darvid and the deputy SENDCos alongside an external assessor to assess need on an individual basis. Factors affecting these decisions would be normal ways of working, EHCP students and students known to the learning support team for neurodiversity or learning difficulty.

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:

Not applicable

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 West Exe 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:

Candidates who require readers, scribes, reading aids or a prompt are sat in a separate room to our main cohort, this room has capacity for 40 students and is staffed accordingly dependant upon individual candidate need. The staff in this room consist of the school learning support assistants and invigilators who are trained and competent with any of the above tasks.

Changes 2025/2026

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

Centre-specific changes