Alternative Rooming Arrangements Policy (Exams)

Shenley Brook End School

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Centre name	Shenley Brook End School
Centre number	52304
Date policy first created	08/10/2025
Current policy approved by	Zara Peskett
Current policy reviewed by	Charlotte Lawrence
Date of review	22/10/2026
Date of next review	22/10/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Zara Peskett
Senior leader(s)	Gareth McCluskey, Zara Peskett, Sam Southwell, Andrew Nash, Claire Wright, Sam Arkison, Amanda Green, Chloe Baker, Steve Livesey.
Exams Manager	Charlotte Lawrence
SENCo (or equivalent role)	Nicola Partridge / Holly White
Other staff (if applicable)	Libby Booden

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

1. Decisions on the awarding of the arrangement

At Shenley Brook End School, decisions on the awarding of the arrangement are made by:

Holly White / 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 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:

SH2 and QASH2 are the main venues used fro access arrrangement students, some additional smaller rooms/offices are sometimes used for individual rooms.

3. Other rooming arrangements

At Shenley Brook End 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:

social/emtional/ medical/physical

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