Alternative Rooming Arrangements (Exams)

Centre name	The Roundhill Academy
Centre number	25327
Date policy reviewed	31 October 2026
Policy reviewed by	Julia Rann
Policy approved by	Natalie Teece
Date of next review	30 September 2027

Key staff involved in the policy

Role	Names
Head of Centre	Natalie Teece
SLT Member with responsibility for Exams	Julia Rann
SENDCO	Sam Auger
Examinations Manager	Tania Taylor

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at The Roundhill Academy 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**.

To be read in conjunction with:

- Access Arrangements Policy
- Word Processor Policy
- Contingency Plan
- Responsibility Flowchart

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 Roundhill Academy in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At The Roundhill Academy, decisions on the awarding of the arrangement are made by: SENDCO and associated team.

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 arrangement 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 SENDCO (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 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 (AA 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** 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)

3. Other rooming arrangements

At The Roundhill 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:

- use of speech to text technology, or reading pen technology that might disturb other candidates

- constant use of a reader where other candidates might be disturbed

- 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