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Alternative Rooming Arrangements Policy 2025-2026 Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to Reflect JCQ changes 2024-2025. <u>Changes highlighted in yellow.</u>
V3			September 2025	Kelly Jobson	No changes refined layout

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Blue Coat School 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**.

1. Introduction

Alternative rooming arrangements (e.g., a room for a smaller group of candidates with similar needs) are an approved access arrangement under JCQ regulations. This arrangement allows a candidate with an established difficulty to take their examinations in a smaller, quieter environment away from the main examination room.

2. Purpose of the Policy

This policy outlines the criteria under which alternative rooming arrangements may be considered and granted for a candidate at Blue Coat School, in full compliance with JCQ regulations.

3. Decision-Making Process

Decisions on awarding this arrangement are made by:

Kerry Ram / Jo Earle

In accordance with JCQ regulations (AA 5.15, AA 5.16), decisions are based on:

- Whether the candidate has a substantial and long-term impairment that has an adverse effect.
- The candidate's normal way of working within the centre.
- Ensuring the arrangement does not unfairly disadvantage or advantage the candidate (AA 4.2.1).

Note: Decisions must be made by the centre. External professionals may advise but cannot determine access arrangements. The SENCo (or equivalent role) is responsible for making informed decisions based on JCQ regulations and classroom evidence.

4. Criteria for Awarding the Arrangement

Alternative rooming arrangements will be considered where:

- The candidate has an established difficulty as defined in AA 5.16.
- The candidate's disability is known to relevant staff or a senior member of staff with pastoral responsibilities.
- The arrangement reflects the candidate's normal and current way of working in internal tests and mock exams.
- The arrangement would prevent the candidate from being placed at a substantial disadvantage.

5. 1:1 Invigilation and Serious Conditions

1:1 invigilation and use of an alternative room may be granted only where:

The candidate has a serious medical condition (e.g., frequent seizures, Tourette's).



The candidate has significant behavioural issues that would disturb other candidates in the main exam room.

Nervousness, low-level anxiety, or general exam stress are not sufficient grounds for separate invigilation (AA 5.16).

6. Compliance with JCQ Examination Conduct

Where a candidate sits their examinations in a smaller environment:

All regulations in the JCQ publication Instructions for Conducting Examinations (ICE 14.18) will be followed.

This includes appropriate accommodation, invigilation ratios, and exam security protocols.

7. Other Rooming Arrangements

Blue Coat School may also arrange separate seating in other circumstances, including:

- Temporary injury on the day of exams. Candidates using readers, scribes, or word processors



Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards