



400 YEARS OF EXCELLENCE

Alternative Rooming Policy

Policy approval date	February 2026
Policy review date	February 2027
Policy Lead	David Sykes Assistant Headteacher
Governor or SLT approval	SLT
Governor committee responsible for policy	N/A

This policy is reviewed and updated annually to ensure that Alternative rooming arrangements at Richard Hale School is 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**.

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 an examination accommodated in another room away from the main examination room.

Purpose of the policy

The purpose of this policy is to confirm the criteria when this arrangement may be considered and granted for a candidate at Richard Hale School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Richard Hale School, decisions on the awarding of the arrangement are made by the SENDCo, in collaboration with the Exams Officer.

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).
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for Alternative Rooming Arrangements within the centre. (AARA 5.16)

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** publication (ICE 14.18)
- Alternative Rooming Arrangements reflects the candidate's normal and current way of working in internal tests and mock examinations (AARA 5.16)
- 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)
- 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. Separate room arrangements

At Richard Hale School arrangements for seating candidates in rooms separate to the main cohort may be put in place for other circumstances. As and when applicable, these circumstances include (but not limited to):

- Seating candidates with similar access arrangements in a smaller access arrangements room, eg candidates requiring a scribe.
- In larger cohorts, candidates using a word processor will aim to be located in a second access arrangement room (Room K – a computer suite).

Changes 2025/2026

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