Alternative Rooming Arrangements Policy

Aylesford School

Alternative Rooming Arrangements Policy

Centre name	Aylesford School
Centre number	61651
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Current policy approved by	Sara Henderson-Smith
Current policy reviewed by	Katie James – Deputy Head, Acting Head of behalf of Tanya Kelvie
Date of review	02/11/2026
Date of next review	02/11/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Katie James – Deputy Head, Acting Head of behalf of Tanya Kelvie
Senior leader(s)	Hannah Davies- Lane
Exams officer	Sara Henderson-Smith
SENCo (or equivalent role)	Chayla Duff
Other staff (if applicable)	Anna Hawkes

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

1. Decisions on the awarding of the arrangement

At Aylesford School, decisions on the awarding of the arrangement are made by: Chayla Duff (SENCo) and **Sara Henderson-Smith (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)

  (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 Aylesford 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:

1 room for students with anxiety, 1 room for those requiring readers and then separate (1-2-1) rooms for those students that require scribes. The seating for those using word processors will be determined to fit the exam room they are in.

Changes 2026/2027

No changes are applicable to this policy.

Centre-specific changes

No centre-specific updates or changes were applicable to this document.