

Alternative Rooming Arrangements

Upton Hall School FCJ

Alternative Rooming Arrangements

Centre name	Upton Hall School FCJ
Centre number	34763
Date policy first created	07/05/2025
Current policy approved by	A Gaunt
Current policy reviewed by	Anne Murphy
Date of review	15/09/2025
Date of next review	01/09/2026

Key staff involved in the policy

Role	Name
Head of centre	Mrs A Gaunt
Senior leader(s)	A Murphy E Chadwick
Exams officer	H Whitehurst
SENCo (or equivalent role)	P Etheridge
Other staff (if applicable)	

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

1. Decisions on the awarding of the arrangement

At Upton Hall School FCJ, decisions on the awarding of the arrangement are made by:

Mrs A Gaunt

Miss P Etheridge

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:

Candidates who require reasonable adjustment such as extra time or laptops will normally be accommodated within the main exam hall.

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:

The Centre will consider carefully if this is the right arrangement for the student. In many cases the Centre can offer arrangements in the main exam hall which will better meet the needs of the candidate. These include seating at the back of the Hall, a seat near an exit, facing away from other candidates and noise-cancelling headphones. All decisions will be made by the Senco drawing on the the Centre's knowledge of the student and the JCQ guidance. Professionals who provide private diagnoses may make recommendations but cannot make decisions for the centre.

All decisions regarding access arrangements are made by the SENCo

3. Other rooming arrangements

At Upton Hall School FCJ 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:

Candidates who have committed malpractice in the exam hall or whose previous behaviour indicates this is a serious risk

Candidates who need a reader or a scribe

Changes 2025/2026

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

Centre-specific changes

NA