



*Elmley Dray
School*

Alternative Rooming Policy

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

1. Decisions on the awarding of the arrangement

At Elmley Dray School, decisions on the awarding of the arrangement are made by the SENDCo in Liaison 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 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)

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)

3. Other rooming arrangements

At Elmley Dray 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:

Version No.	Approved By	Approval Date	Main Change	Review Period
1	Hayley Furnell	September 2025		Annually

Hayley Furnell, Director,
on behalf of Elmley Dray School
Dated: September 2025
Next review: October 2026