



Registered Charity 1171812

Alternative Rooming Arrangements Policy (Exams)

(formerly Separate Invigilation Policy)

This policy is reviewed annually to ensure compliance with current regulations.

Summary	
Policy Reference Number	05E
Category	Exams
Authorised by	Curriculum Committee
Responsibility of	Examinations Manager
Status	October 2025
Next Review Date	October 2026

Contents

Introduction	2
Purpose of the policy	2
Decisions on the awarding of the arrangement at Connie Rothman Learning Trust	2
Criteria for the awarding of the arrangement	3
Other rooming arrangements	3

The Board of Trustees

The Board of Trustees has delegated approval of this policy to the Curriculum Committee and hold the SLT to account for its implementation.

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

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Connie Rothman Learning Trust 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**.

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 Connie Rothman Learning Trust in compliance with the regulations.

Alternative rooming arrangements are only available to exam candidates who are students of Connie Rothman Learning Trust. These arrangements are not available to Private Exam candidates.

Decisions on the awarding of the arrangement at Connie Rothman Learning Trust

At Connie Rothman Learning Trust, decisions on the awarding of the arrangement are made by the SENDCo. 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)

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)
- 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)

Other rooming arrangements

At Connie Rothman Learning Trust 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 require a scribe
- candidates who require a reader
- candidates with any other requirements for separate invigilation as advised by the SENDCo.