



WREKIN

**Alternative Rooming
Arrangements Policy (Exams)**

Wrekin College

Alternative Rooming Arrangements Policy (Exams)

Centre name	Wrekin College
Centre number	29360
Date policy first created	02/10/2023
Current policy approved by	Ben Smith
Current policy reviewed by	Gemma Allen
Date of review	24/09/2024
Date of next review	30/09/2025

Key staff involved in the policy

Role	Name
Head of centre	Mr. Toby Spence
Senior leader(s)	Mr. Ben Smith - Deputy Head Academics Mr David Blackham - Deputy Head Pastoral
Exams officer	Mrs. Gemma Allen
SENCo (or equivalent role)	Mrs Cora Thurst - Senco
Other staff (if applicable)	Mrs. Cora Thurst - Head of internal exams Dr Guy Roberts - Data Manager

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

1. Decisions on the awarding of the arrangement

At Wrekin College, decisions on the awarding of the arrangement are made by:

Final Decision to be authorised by Mr Ben Smith, Assessment made by Mrs Cora Thurst.

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:

There are three different levels of alternative rooming

1. Main Hall - in a specific location (e.g. back corner or main exit)
2. Small group setting between 2 and 14 candidates
3. Individual room

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:

Candidates using a human reader or a scribe (human or electronic) will be awarded an individual room.

Candidates requiring an alternative room for other reasons including Rest Breaks, ASD, ADHD, Medical, or high level anxiety will be offered a group room. This can be accompanied by other AA support such as noise cancelling ear plugs, screening or fixed seating.

All Internal candidates work in a classroom setting of approximately 20 students as their normal way of working, so a group room provides their normal level of AA.

Low/medium level anxiety will be offered a fixed seat in the Mem Hall, in a position that is suitable e.g. back corner or front. This can be accompanied by further AA arrangements such as noise cancelling earplugs, screening or early/late entry.

All AA arrangements can only be made by assessment through Wrekin College. Diagnosis, Doctor or Psychologist reports will be part of the consideration process but the decision can only be made by Wrekin College and only reflect the normal way of working within the educational setting, which only Wrekin College are placed to assess.

A roaming Invigilator will be in operation to oversee all Alternative rooming arrangements.

3. Other rooming arrangements

At Wrekin College 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:

Medical or Pastoral reasoning including emergency situations at the time of the exam - direction from Mr David Blackham or Mrs Cora Thurst to advise - final decision to be made by Mr Ben Smith after consideration by Gemma Allen as to whether Exams has the capacity to provide alternative rooming arrangements.

Note Individual rooms are solely for the provision of human reader or scribes and will not be used in any other circumstances.

Changes 2025/2026

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

Centre-specific changes

Rooming Individual to cover all Alternative Rooming arrangements not just Reader/Scribes 2024-2025

Individual rooms are solely for the provision of human reader or scribes and will not be used in any other circumstances. 2025-2026