



WREKIN

Alternative Rooming Arrangements Policy (Exams)

Wrekin College

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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	08/10/2026
Date of next review	08/10/2027

Key staff involved in the policy

Role	Name
Head of centre	Mr. Steve Green
Senior leader(s)	Mr Ben Smith - Deputy Head Academic Mr David Blackham - Deputy Head Pastoral Mrs Cora Thurst - SENCo Mr Steve Morton - IT Manager and Safeguarding Mr Angus Harper - Busar
Exams Offcier	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 and reflects centre practice.

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 would 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:

To accommodate candidates with approved Access Arrangements across GCSE, iGCSE, and BTEC Level 3 pathways, Wrekin College defines three distinct tiers of alternative rooming. Assessed and authorized by the SENCo, Mrs Cora Thurst, and managed logistically by Exams Officer Mrs Gemma Allen, these provisions are structured to ensure optimal testing conditions while maintaining complete regulatory integrity:

Level 1 (Main Hall Placement): Candidates remain within the Main Hall but are allocated a specific, strategically designated location—such as the back corner or adjacent to a main exit—to minimize anxiety or disruption.

Level 2 (Small Group Setting): Candidates are placed in a separate, quiet room accommodating a cohort of between 2 and 14 candidates.

Level 3 (Individual Room): Candidates whose specific, verified medical or psychological needs necessitate total isolation are allocated a completely 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:

To ensure absolute compliance with national regulatory guidelines across all GCSE, iGCSE, and BTEC Level 3 pathways, Wrekin College applies a strict, standardized framework for alternative rooming and Access Arrangements (AA) under the strategic governance of Head of Centre Mr Steven Green. The assessment, verification, and formal allocation of all AA provisions are managed exclusively by the SENCo, Mrs Cora Thurst, based on a rigorous internal evaluation process. While external documentation—such as independent diagnoses, medical letters, or clinical psychologist reports—forms a part of the consideration process, the final determination rests entirely with the school. In strict alignment with JCQ regulations, arrangements will only be granted if they directly reflect the candidate's established, current "normal way of working" within the day-to-day educational environment, which Wrekin College alone is positioned to assess. Operationally administered by Exams Officer Mrs Gemma Allen and monitored by Deputy Head Academics Mr Ben Smith, alternative rooming tiers are precisely mapped to individual student profiles to preserve exam integrity:

Individual Rooms: Candidates utilizing a human reader or a scribe (whether human or electronic) will be automatically awarded a standalone individual room to prevent cross-candidate disturbance.

Group Rooms: Candidates requiring alternative placement for other recognized criteria—including supervised Rest Breaks, ASD, ADHD, specific medical conditions, or documented high-level anxiety—will be accommodated in a small group room. Because internal candidates at Wrekin College typically work within a standard classroom setting of approximately 20 students as their routine baseline, a group room environment perfectly mirrors their normal level of AA. These settings can be supplemented by secondary support measures such as noise-cancelling earplugs, privacy screening, or fixed seating plans.

Memorial Hall Placements: Candidates experiencing low-to-medium level anxiety will be allocated a fixed seat within the main Memorial Hall in a strategic position designed to reduce stress (such as the back corners or the front rows). This arrangement can be supported by further adjustments, including early or late exam room entry, privacy screening, or noise-cancelling earplugs. To maintain total security, strict invigilation standards, and student safety across all separate environments, a dedicated roaming invigilator will be in active operation throughout every session to oversee all alternative rooming allocations.

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:

In cases involving sudden medical or pastoral exigencies, including emergency situations arising at the immediate time of an examination across GCSE, iGCSE, or BTEC Level 3 pathways, a strict protocol is enforced to determine rooming adjustments. Initial clinical or pastoral direction will be provided by the Deputy Head Pastoral, Mr David Blackham, or the SENCo, Mrs Cora Thurst, who will advise the exams team on the candidate's immediate needs. Following an operational evaluation by the Exams Officer, Mrs Gemma Allen, regarding the centre's physical space and staffing limits, the final executive decision will be made by the Deputy Head Academics, Mr Ben Smith, as to whether the Exams Office has the logistical capacity to deploy alternative rooming arrangements at short notice. It must be explicitly noted that individual rooms at Wrekin College are reserved solely for the provision of human readers or scribes to meet strict non-disturbance mandates and will not be authorized under any other circumstances, including pastoral or medical emergencies, where group settings or strategic Memorial Hall placement must be utilized instead.

Changes effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are applicable to this policy.

Amended wording (as made in AARA 5.16 update March 2026) to state that 'The use of an alternative room with one-to-one invigilation would 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'.

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