



**MAIDEN ERLEGH**  
CHILTERN EDGE

# **Alternative Rooming Arrangements Policy (Exams)**

Maiden Erlegh Chiltern Edge

## Alternative Rooming Arrangements Policy (Exams)

Centre name	Maiden Erlegh Chiltern Edge
Centre number	62443
Date policy first created	27/02/2024
Current policy approved by	Emma Bliss
Current policy reviewed by	Hannah Reilly & Emma Bliss
Date of review	14/01/2026
Date of next review	28/02/2027

### Key staff involved in the policy

Role	Name
Head of centre	Emma Bliss
Senior leader(s)	Sarah Cheeseman Judy Hills Roddy Clark Sara Elliss
Exams officer	Hannah Reilly
SENCo (or equivalent role)	Claire Ashley
Other staff (if applicable)	Ashley Mount - HoY

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Maiden Erlegh Chiltern Edge 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 Maiden Erlegh Chiltern Edge in compliance with the regulations.

## 1. Decisions on the awarding of the arrangement

At Maiden Erlegh Chiltern Edge, decisions on the awarding of the arrangement are made by:

the SENCo or HoC

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:

In the first instance, the SENCo may offer a specific exam space in the main hall, so the student can become accustomed to their space. If this does not assist the student, then the SENCo may offer an exam space in a smaller room with fewer students than the main hall, which may be the correct environment for a student if they have an established difficulty so as not to disadvantage them. In rare and exceptional circumstances, the SENCo may decide that a student requires individual invigilation due to the extreme nature of their difficulties. In all cases, this will be the student's normal way of working within the centre

## 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:

Not applicable

### **3. Other rooming arrangements**

At Maiden Erlegh Chiltern Edge 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 with readers, scribes and those allowed to read aloud are accommodated in a separate room, where possible. If a separate room is not available, then they are accommodated in such a way as they can not be overheard by other candidates in the room. Candidates with word processors and those doing specialist exams eg language listening papers and D&T/art practicals are sometimes accommodated in a separate room depending on the IT/other facilities available

## **Changes 2025/2026**

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

## **Centre-specific changes**

Not applicable