



Alternative Rooming Arrangements Policy (Exams)

Document Control

Version	Author	Summary of Changes	Approved By	Date Published	Date of Review
Rev 1	CT	New Policy	GG	Sep 2025	Sep 2026
Rev 2	CV	Format changes, including justification of text, fonts etc. Key staff updated.	RGR	Jan 2026	Jan 2027

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1. Alternative Rooming Arrangements Policy (Exams)

Centre name	Vega College
Centre number	11000502
Date policy first created	September 2025
Current policy approved by	Gill Galloway
Current policy reviewed by	Clare Taylor
Date of review	January 2026
Date of next review	January 2027

2. Key staff involved in the policy

Role	Name
Head of centre	Gill Galloway
Senior leader(s)	Ed Chapman, Gill Galloway, Clare Taylor
Exams officer	Clare Taylor
SENCo (or equivalent role)	Neil Dexter
Other staff (if applicable)	Samuel Race Lisa Lewkowicz

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Vega College are awarded and managed in accordance with current requirements and regulations.

References in this policy to AA and ICE refer to the JCQ documents **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

3. 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.

4. 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 Vega College in compliance with the regulations.

5. Decisions on the awarding of the arrangement

At Vega College, decisions on the awarding of the arrangement are made by: Clare Taylor.

Decisions are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect (AA 5.16)
- The candidate's normal way of working within the centre (AA 5.16)
- Ensuring the proposed arrangement does not unfairly disadvantage or advantage the candidate (AA 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
 - 1:1 invigilation and the use of an alternative room 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 (AA 5.16)

6. 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 (AA 5.16)
- Alternative rooming arrangements reflects the candidate's normal and current way of working in internal tests and mock examinations (AA 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 publication **Instructions for conducting examinations** will be adhered to, particularly in relation to accommodation and invigilation arrangements (ICE 14.18)

7. Other rooming arrangements

At Vega 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:

Candidates with readers, scribes, will be in individual rooms, Candidates using word processors and extra time will be seated in a quiet room