



Bexhill
Academy

Exams - Alternative Rooming Policy

Adopted: January 2025
Next Review: January 2026
Reviewed by: Mr F Tumi

Date	Changes	Page number
Jan 25	Changes made as per JCQ updates	

Key staff involved in the policy

Role	Name(s)
Head of centre	Dr Neal
Senior leader(s)	Mrs Hillman
SENCO/Deputy SENCO	Mr Walton, Mrs Zoe Ward
Exams officer	Mrs Heynes

Introduction

Alternative rooming arrangements within the centre 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 an examination accommodated in another room separate to the Sports Hall. Candidates could be accommodated in the Theatre or in other designated exam rooms.

Purpose of the policy

The purpose of this policy is to confirm the criteria when this arrangement may be considered and granted for a candidate at Bexhill Academy in compliance with the regulations.

Decisions on the awarding of the arrangement

At Bexhill Academy, decisions on the awarding of the arrangement are made by the Deputy SENCO (on behalf of the SENCO) alongside an assessor, the Exams Officer and the Head of Centre.

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)

This decision is made no later than 1st October of the candidate's Year 11. In exceptional circumstances, additional consideration will be made, for example, students who join Bexhill Academy after 1st October.

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)
- The candidate has a long-term medical condition or long term social, emotional and mental health needs (AARA 5.16)
- The candidate's difficulties are 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 way of working in internal tests and mock examinations because of a long term medical condition or long term social, emotional and mental health needs (AARA 5.16)
- Where a candidate is subject to alternative rooming arrangements within the centre, 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)

Where a candidate is suffering from exam related anxiety they would not qualify for alternative rooming arrangements, however they may be seated more appropriately within our main exam spaces. Medical evidence

may be required to support such exam related anxiety requests and candidates should see the SENCO/Deputy SENCO in the first instance.

Alternative Rooming Arrangements*

At Bexhill Academy 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 requiring a scribe as a result of a short term condition, ie a broken arm

*Alternative rooming arrangements, by definition, means away from the main space (Sports Hall), for example, the Theatre or a room for a smaller group of candidates, ie the Hive.