



**Ormiston  
RIVERS  
Academy**

# **Alternative Rooming Arrangements POLICY 2025/26**

This policy is reviewed annually to ensure compliance with current regulations

**Policy Owner:** SENCo / Exams Officer

**Approved/Reviewed By:** Senior Leadership Team

**Review Cycle:** Annual

**Policy Last Updated:** 03 January 2026

**Next Review Date:** September 2026

### **Key Staff Involved**

- Head of Centre: Ms D Piralic
- Senior Leaders: Ms H Victory / Mr J Priddle
- SENCo: Ms R Reynolds
- Exams Officer: Mrs S Brewster

### **Introduction**

This policy is reviewed annually to ensure that alternative rooming arrangements at Ormiston Rivers Academy are awarded and managed in accordance with current JCQ Access Arrangements and Reasonable Adjustments (AARA) and Instructions for Conducting Examinations (ICE) regulations.

Alternative rooming arrangements are an access arrangement whereby a candidate may sit examinations in a smaller environment away from the main examination room due to an established difficulty or recognised need.

### **Purpose of the Policy**

The purpose of this policy is to confirm the criteria under which alternative rooming arrangements may be considered and awarded in compliance with JCQ regulations.

### **1. Decisions on Awarding the Arrangement**

At Ormiston Rivers Academy, decisions regarding alternative rooming arrangements are made by the SENCo.

- Whether the candidate has a substantial and long-term impairment with an adverse effect
- The candidate's normal way of working within the centre
- Ensuring the arrangement does not unfairly advantage or disadvantage the candidate
- Evidence held within the centre, including staff observations and assessment information

Mild examination anxiety or nervousness, in isolation, would not normally meet the threshold for alternative rooming arrangements or separate invigilation.

One-to-one invigilation will only be considered where there is a substantial and evidenced need, such as a serious medical condition, Tourette's syndrome or significant behavioural difficulties likely to disturb other candidates.

### **2. Criteria for Awarding the Arrangement**

- The candidate has an established difficulty as defined within JCQ regulations
- The candidate's needs are known to relevant centre staff

- The arrangement reflects the candidate's normal and current way of working
- Appropriate evidence is retained by the centre in line with JCQ requirements
- All examination regulations relating to accommodation, invigilation and security are maintained

All alternative rooming arrangements will maintain the integrity, security and fairness of the examination process.

### **3. Other Rooming Arrangements**

Separate rooming arrangements may also be used where appropriate for candidates with:

- Word processor access arrangements
- Scribes
- Readers or one-to-one readers
- Rest breaks
- Reduced distraction requirements
- Medical needs
- Behavioural, social or emotional needs where supported by evidence

Where candidates are seated in smaller rooms or alternative locations, all JCQ regulations and centre examination procedures will continue to apply.