



Sackville School Alternative Rooming Policy

Reviewed by: Pete Cowlin

Date adopted: November 2025

Next Review Date: November 2026

Executive Summary

No changes

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

References in this policy to AA and ICE refer to the JCQ publications **AccessArrangements 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 this arrangement may be considered and granted for a candidate at Sackville School in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Sackville School, decisions on the awarding of the arrangement are made by:

Steph Hunt - SENDCo

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)

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 SENDCo (or equivalent role within the centre) to make appropriate and informed decisions based on the JCQ regulations

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

Additional information:

Alternative rooming arrangements is determined by the SENDCo, in conjunction with relevant teaching staff and exam office personnel. Should a candidate believe they are entitled to alternative rooming arrangements they should discuss this with the SENDCo at least 6 months prior to their first GCSE Examination

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 **AccessArrangements and Reasonable Adjustments** publication (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 (AA5.16)

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)

3. Other rooming arrangements

At Sackville School 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:

Where a candidate is suffering from exam related anxiety they would not qualify for alternative rooming arrangements however, he/she may be seated more appropriately within the main examination hall, a request should be submitted a minimum of 14 days period to a candidates first examination within a season should they wish to request alternative seating within an exam room. Medical evidence may be required to support such requests and pupils should see the SENDCo in the first instance.