

# Alternative Rooming Arrangements Policy (Exams)

## Clarity Independent School

Bridge Barn Farm  
Woodhill Road  
Sandon  
CM2 7SG

### Clarity Independent School is committed to safeguarding...

*"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and caregivers to keep children safe."*

Clarity Safeguarding Policy September 2025

**Written by Richard Clow**

Assistant Head, Exams Officer and SENDCO

**This is version [1.0]**

**Written:** 16<sup>th</sup> March 2026

**Updated by Name:** Richard Clow

## Alternative Rooming Arrangements Policy (Exams)

Centre name	Clarity Independent School
Centre number	16314

### Key staff involved in the policy

Role	Name
Head of Centre	Debbie Hanson
Senior Leader(s)	Debbie Hanson – (Headteacher) Michelle Deveney – (Assistant Headteacher) Richard Clow – (Assistant Headteacher)
Exams Officer	Richard Clow
SENDCo	Richard Clow
Quality Nominee	Michelle Deveney
Internal and Lead Internal Verifier	Michelle Deveney
Other staff:	
Invigilators and assessors	Lawrence Hurter Sam Powell Caroline Cattell
Invigilators	Nicola Goodchild Annabelle Mills Lisa Petrie

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Clarity Independent School 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 Clarity Independent School in compliance with the regulations.

### 1. Decisions on the awarding of the arrangement

At Clarity Independent School, decisions on the awarding of the arrangement are made by: the Head of Centre in collaboration with the SENCo.

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)

## 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:

Where candidates have medical needs monitored through a mobile phone app or candidates who wear equipment that activates an alarm to signal the need for medication or an emergency response, such as diabetes blood sugar levels, these candidates will be invigilated separately from the main room to maintain the candidate's safety and to reduce the possibility of disturbing other candidates.

## 3. Other rooming arrangements

At Clarity Independent School arrangements for seating candidates in rooms separate to the main cohort may be put in place at short notice due to previously unforeseen circumstances where the candidate still feels able to complete the exam on arrival. As and when applicable, these circumstances might include:

- Late arrival causing emotional stress that might impact on other candidates.
- External dispute between candidates that might affect behaviour in the same room.



## **Changes 2025/2026**

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

## **Centre-specific changes**

Overall responsibility for alternative rooming arrangements in **Clarity Independent School** rests with the Head Teacher, Debbie Hanson.

This policy will be reviewed annually.