

BRANNEL SCHOOL

EXCELLENCE | CREATIVITY | COMMUNITY



Alternative Rooming Arrangement Policy

2025-26

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 our CELT Schools in compliance with the regulations.

Decisions on the awarding of the arrangement

At our CELT Schools, decisions on the awarding of the arrangement are made by the SENCo.

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 arrangement 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)

Additional information:

Learners who are currently dual registered and receiving education either off site, on site via the CELT Hub, virtually at home via another provider or in a hospital setting will be assessed to establish if the learners normal way of working and any difficulties they have may make them eligible to take their examinations in a smaller environment away from the main examination room.

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

- The candidate's disability is established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities
- Alternative rooming arrangements reflects the candidate's normal and current way of working in internal tests and mock
- 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.

Other rooming arrangements

At CELT Schools 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:

Students who are currently dual registered and receiving education either off site, on site via the CELT Hub, virtually at home via another provider or in a hospital setting will be assessed to establish if the students normal way of working and any difficulties they have may make them eligible to take their examinations in a smaller environment away from the main examination room.

Emergency difficulties arising during the examination series.