HODGSON ACADEMY

ALTERNATIVE ROOMING ARRANGEMENTS POLICY (Exams)

2025/2026

Approved/reviewed by	
Date of next review	October 2026

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

Key Staff involved in this policy

Role	Name
Head of Centre	Mrs S. Khan
Examination Officer	Mrs O. Leader
Exams Officer Line Manager (SLT)	Mrs J. Shaw
Senior Leaders	Miss F. Bate, Miss S. Hetherington, Mrs J. Aionesei, Mr A. Day, Mrs L. Foley, Mr C. McCann, Mrs J. Bristow, Mr L. Jenkinson, Miss R. Buckley
Assistant SENCO	Mrs L. Beaumont
Other staff	Mrs E. Maxwell

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 Hodgson Academy in compliance with the regulations.

1. **Decisions on the awarding of the arrangement**
   At Hodgson Academy, decisions on the awarding of the arrangement are made by: Mrs L. Foley - SENCo and Mrs L. Beaumont- Assistant 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)
   • Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre. (AA 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 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 (AA 5.16)
- 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 Hodgson 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:
Where students are allowed access to a reader, scribe, or word processor.

Where a candidate is suffering from exam related/ low level 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. Requests should be made to the Exams Officer.