

Alternative Rooming Arrangements Policy (Exams)

Bristol Hospital Education Service

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Centre name	Bristol Hospital Education Service
Centre number	50618
Date policy first created	16/10/2023
Current policy approved by	Philippa Scholar
Current policy reviewed by	Philippa Scholar
Date of review	02/12/2025
Date of next review	01/12/2026

Key staff involved in the policy

Role	Name
Head of centre	Philippa Scholar
Senior leader(s)	Andrew Langley, Gareth Mason,
Exams officer	Ruth Harding
SENCo (or equivalent role)	Andrew Langley, Sian Rees
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Bristol Hospital Education Service 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 Bristol Hospital Education Service in compliance with the regulations.

1. Decisions on the awarding of the arrangement

At Bristol Hospital Education Service, decisions on the awarding of the arrangement are made by: Sian Rees

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)

Additional information:

All rooms used for examination purposes at BHES are comparatively small. The Exams Officer allocates rooms on the basis of Exam Board & Tier of exam where possible.

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:

All candidates are roomed in small rooms, with a maximum of twelve. Candidates are told they must use their legal names on exam papers but the names on the board in the exam room are their preferred names to save embarrassment or discomfort at the time of the exam.

3. Other rooming arrangements

At Bristol Hospital Education Service 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:

At BHES we are also aware of candidates' friendship issues and take these into consideration when deciding on rooming. Candidates using laptops are given positions and rooms where this is convenient. Any candidate with tics is given a separate room so they do not interrupt others. Any candidate with non epileptic seizures is roomed separately. Any candidate who is allowed to read aloud is roomed separately.

Within rooms some candidates need to be seated near the door and others need to be seated with no-one behind them. This is all taken into account when making rooming arrangements.

Changes 2025/2026

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

Centre-specific changes

See above.