



The BRIT School

Alternative Rooming Arrangements Policy

2025-2026

KEY STAFF INVOLVED IN CONTINGENCY PLAN

Role	Name(s)
Head of Centre	Stuart Worden
Senior Leaders	Louise Cooper Katie Findlater
Exams Officer	Charlotte Byrne
SENCo (or equivalent role)	Lakshmy Rajah

Purpose of the procedure.

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at The BRIT School are awarded and managed in accordance with current requirements and regulations. The purpose of this policy is to confirm the criteria

when these arrangements may be considered and granted for a candidate at The BRIT School in compliance with the regulations.

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

Decisions on the awarding of the arrangement.

At The BRIT School, decisions on the awarding of the arrangement are made by Lakshmy Rajah - 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 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 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)

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 (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).

Other rooming arrangements.

At The BRIT School arrangements for seating candidates in rooms separate to the main cohort may be put in place in other circumstances. Candidates with additional needs may be seated in the AEN department, with a separate invigilator. Candidates with extra time, readers or word processors may be seated in a separate room, but this is exam-specific and depends on the size of the cohort.