BLC Exam Alternative Rooming Arrangements Policy

LEADERSHIP RESPONSIBILITY: MARIE HAZEL

DATE: FEBRUARY 2026

REVIEW DATE: FEBRUARY 2027

INTERIM HEADTEACHER: NICK BUTLER

Signed: 

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Candidate Identification Procedure

Centre name	Bridge Learning Campus - Secondary
Centre number	50609
Date policy first created	11/12/2023
Current policy approved by	Senior Leadership Team
Current policy reviewed by	Senior Leadership Team
Date of next review	21/01/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Nick Butler
Senior Leader	Marie Hazel
Exams officer	Kevin Hough/Helen Osborne
Acting SENCo	Carly Berry
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Bridge Learning Campus - Secondary are awarded and managed in accordance with current requirements and regulations.

References in this policy to AA and ICE refer to the JCQ publications **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

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Introduction

(Formerly known as separate invigilation) 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 Bridge Learning Campus - Secondary in compliance with the regulations.

1. Decisions on the Awarding of the Arrangement

At Bridge Learning Campus - Secondary, decisions on the awarding of the arrangement are made by:

Collaboratively:
Nick Butler – Head of Centre
Marie Hazel – Deputy Head
Carly Berry - Acting SENDco

Decisions are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect (AA 5.16) **and**
- 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 (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.(AA 5.16)

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)

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Additional information:

We require medical evidence for severe Anxiety or Medical conditions (Which can be provided by Rachel Brown First Aid Co-ordinator).

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)

Additional information:

Not Applicable.

3. Other Rooming Arrangements

At Bridge Learning Campus - Secondary 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:

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that require a reader, scribe, and use word processors.

This must be the candidates normal way of working, please refer to our Access Arrangements Policy for further information. In addition candidates who have medical needs and severe anxiety who have medical notes/EHCP to support this are in an alternative room.

We try to separate the rooms:
One room for readers and scribes in one room (so they can share a reader).
A second room for candidates who use a word processors and have additional medical needs, in order for the candidates to concentrate and perform to their full potential.

1:1 invigilation in a separate room will only apply for significant medical need (AARA 5.16).

Changes 2025/2026

Updated: References to Head of Centre
Removal: Laura Rudd SENDO. Replacement – Carly Berry Acting SENDCO

Added: In section Decisions on the Awarding of the Arrangement 'And' to the section Decisions are based on

Updated: Wording to clarify the use of an alternative room with 1:1 invigilation (AARA 5.16)

Centre-Specific Changes:
None