



Reasonable Adjustments and Special Considerations Policy

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2. Introduction

This policy is also for use by our colleagues to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

This policy outlines:

- Assessu's arrangements for making reasonable adjustments and giving special consideration in relation to our assessments
- How apprentices qualify for reasonable adjustments and special consideration
- The reasonable adjustments we permit and how to apply for them
- What special consideration can be given to apprentices

3. Responsibility

It is important that all colleagues involved in the management, assessment and quality assurance of end-point assessments are fully aware of the contents of this policy and are able to advise apprentices appropriately.

4. Policy overview

In order to comply with equalities law, Assessu must have in place clear arrangements to make reasonable adjustments in relation to its assessments so that an apprentice with special educational needs, disabilities or temporary injuries is able to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the assessment.

Reasonable adjustments may be required at the time of assessment where:

- Apprentices have a permanent disability or specific learning need
- Apprentices have a temporary disability, medical condition or learning need
- Apprentices are indisposed at the time of the assessment.

It is important to ascertain the most appropriate method of obtaining evidence when an apprentice is first identified at the gateway approval. The apprentice may present their evidence in any format, as long as it enables them to demonstrate that they have met the specified assessment criteria. For example, an apprentice may present their evidence through the medium of braille, on audio cassette or on video, rather than in written formats. Alternatively, oral questioning or witness testimonies may replace written responses.

The provision for reasonable adjustments and special consideration is made to ensure that apprentices receive recognition of their achievement so long as the comparability, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessment easier for apprentices, nor advantages to give apprentices a head start. For advice on permitted reasonable adjustments, please see Appendix 1.

5. Definition of reasonable adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability that places the apprentice at a substantial disadvantage in the assessment situation. It is made to an assessment for a standard to enable the apprentice to demonstrate his or her knowledge, skills and understanding of the levels of attainment required by the specification for that end-point assessment.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing usual assessment arrangements, for example allowing an apprentice extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing assistance during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an apprentice with autism
- using assistive technology, such as screen reading or voice activated software
- providing the mechanism to have different colour backgrounds to screens for onscreen assessments, or asking for permission for copying to different coloured paper for paper-based assessments
- providing and allowing different coloured transparencies with which to view assessment papers

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the apprentice access to the assessment. The use of a reasonable adjustment will not be taken into consideration during the assessment of an apprentice's work.

Assessu are only required by law to do what is 'reasonable' in terms of giving access to assessment. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

Where evidence is produced in braille or signed onto video, it is the centre's responsibility to ensure that a person who is suitably qualified in braille or sign language, is available to translate the material for the internal and external verifier if this is required.

6. Definition of special consideration

Special consideration can be applied after an assessment if there was a reason the apprentice may have been disadvantaged during the assessment.

For example, special consideration could apply to an apprentice who had temporarily experienced:

- an illness or injury
- some other event outside of their control

and which has had, or is likely to have had, a material effect on that apprentice's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

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Special consideration cannot be applied in a cumulative fashion, e.g. on the basis of a domestic crisis at the time of the examination and the apprentice suffering from a viral illness.

If the application for special consideration is successful, the apprentice's performance will be reviewed in the light of available evidence.

Special consideration should not give the apprentice an unfair advantage; neither should its use cause the user of the certificate to be misled regarding an apprentice's achievements. The apprentice's result must reflect his / her achievement in the assessment and not necessarily his / her potential ability.

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Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the apprentice, but not necessarily so. The size of the adjustment (to a maximum of 5%) will depend on the circumstances and reflect the difficulty faced by the apprentice. See Appendix 2 for further information.

Centres should note that:

- where an assessment requires the apprentice to demonstrate practical competence, or where criteria have to be met fully, or in the case of qualifications that confer a Licence to Practice, it may not be possible to apply special consideration.
- in some circumstances, for example for on-demand assessments, it may be more appropriate to offer the apprentice an opportunity to take the assessment at a later date.

7. Process for requesting reasonable adjustments and/or special consideration

Requests for reasonable adjustments should be submitted using RA1 form and uploaded to the portal along with the apprentice's Readiness for Gateway form later than 30 working days before the assessment along with relevant supporting evidence.

Requests for special consideration should be submitted as soon as possible but no more than 5 working days after the assessment. This is with the exception of on-screen exams which are required to be submitted at least 24 hours of the assessment taking place.

Requests for special consideration may only be accepted after the results of assessment have been released in the following circumstances:

- application has been overlooked at the centre and the oversight is confirmed by the centre co-coordinator
- medical evidence comes to light about an apprentice's condition, which demonstrates that the apprentice must have been affected by the condition at the time of the assessment, even though the problem revealed itself only after the assessment
- for onscreen assessments where results are immediately available.

Appendix 1 – Reasonable Adjustments Matrix

The Institute for Apprenticeships and Technical Education have provided this matrix to give guidance as to reasonable adjustments that can be made for apprentices with a range of needs and depending on the individual components of their end point assessment. See link below:

<https://remitgroup.sharepoint.com/:b:/r/sites/Assessu/Assessu%20Centre%20Policies%20and%20Documents/reasonable-adjustment-matrix.pdf?csf=1&e=5NCCTZ>

Appendix 2 – Examples of Special Considerations

The examples listed below are provided for illustrative purposes only.

5% This is the maximum allowance and will be reserved for the most exceptional cases, such as:

- terminal illness of the apprentice;
- terminal illness of a parent/carer;
- very recent death of a member of the immediate family;
- very serious and disruptive domestic crisis leading to acute anxiety about the family.

4% Very serious problems such as:

- life-threatening illness of apprentice or member of immediate family;
- major surgery at, or near the time of the examination;
- severe disease;
- severe injury arising from a car accident;
- very recent death of member of extended family;
- severe, or permanent bodily injury occurring at the time of the examinations;
- serious domestic crisis at time of examinations.

3% A more common category, (more cases will fall into this category) including:

- recent traumatic experience such as death of a close friend or distant relative;

- recent illness of a more serious nature;
- flare-up of severe congenital conditions such as epilepsy, diabetes, severe asthmatic attack;
- recently broken limbs;
- organ disease;
- physical assault trauma before an examination;
- recent domestic crisis;
- witnessing a distressing event on the day of the examination.

2% The most common category of allowance - the majority of cases will fall within this category:

- illness at the time of the assessment;
- broken limb on the mend;
- recent viral illness;
- concussion;
- effects of pregnancy (**not pregnancy per se**);
- hay fever on the day of an examination;
- extreme distress on the day of an examination; (**not simply exam related stress**)
- allowance on last paper taken in a day when a apprentice has been entered for three or more examinations timetabled for the same day **and** the total duration of those papers is **more than 5 hours 30 minutes**.

Where extra time has been used following reasonable adjustment approval, this should be included in the calculation.

Supervised rest breaks **must not** be included in the total duration of the papers when applying for special consideration.

1% Reserved for more minor problems:

- noise during examination which is more than momentary;
- illness of another apprentice which leads to disruption in the examination room;
- stress or anxiety for which medication has been prescribed;
- minor ailments;
- headache;
- minor upset arising from administrative problems, such as wrong time allocated.

0% The application was reviewed but the addition of marks was deemed inappropriate.

Where the request fails to meet the criteria, it will be rejected.

