

Reasonable Adjustment and Special Considerations Policy

Overview

This policy is of use by our staff to ensure they deal with all reasonable adjustments and special consideration requests in a consistent manner. It is integral that learners and all Projecting Success staff involved in the management, assessment and quality assurance of our qualifications are fully aware of the contents of the policy.

This policy will outline:

- Projecting Success' arrangements for making reasonable adjustments and special considerations in relation to our apprenticeships
- Learners' quality for reasonable adjustments and special considerations
- The reasonable adjustments we will permit and those where permission is required in advance before they are applied
- What special considerations will be given to learners

Reasonable Adjustments

Definition of reasonable adjustments

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

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

- changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- aiding during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic learner
- changing the assessment method, for example from a written assessment to a spoken assessment
- 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
- Allowing extra time for the assessment depending on the individual needs

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

Projecting Success and Training Providers are only required by law to do what is 'reasonable' in terms of giving access. 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.

Principles of making reasonable adjustments

These principles should be followed when making decisions about a learner's need for adjustments to assessment:

- should not invalidate the assessment requirements of the qualification
- should not give the learners an unfair advantage
- should reflect on the learner's normal way of working
- should be based on the individual need of the learner
- changing location and timings of the assessment

Special Considerations

Definition of special considerations

Special consideration can be applied after an assessment if there is a reason the learner may have been disadvantaged during the assessment. A Learner may be eligible for special considerations if

- performance in an assessment is affected by circumstances beyond the control of the learner e.g. recent personal illness, accident, bereavement, serious disturbance during the assessment
- alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate
- Part of the syllabus has been missed due to circumstances beyond the control of the learner

A learner will not be eligible for special consideration if:

- No evidence is supplied to corroborate that the learner has been affected at the time of the assessment by a particular condition
- any part of the assessment is missed due to personal arrangements including holidays or unauthorised absence
- preparation for a component is affected by difficulties during the course, eg disturbances through building work, lack of proper facilities, changes in or shortages of staff, or industrial disputes.

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

Special consideration should not give the learner an unfair advantage, nor should its use cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect his / her achievement in the assessment and not necessarily his / her potential ability.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

Projecting Success is aware that:

- where an assessment requires the learner to demonstrate practical competence or where criteria must be met fully, or in the case of qualifications that confer a License 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 learner an opportunity to take the assessment at a later date.

Projecting Success is committed to complying with all current and relevant legislation in relation to the development and delivery of our qualifications and, which at the time of writing, includes, but is not limited to the Equality Act 2010. We seek to uphold human rights relating to race relations, disability discrimination and special educational needs of our learners and to provide equal reasonable adjustments and special considerations for all learners registered onto our apprenticeships.

Access to Assessment policy

Projecting Success will ensure that assessments will be a fair test of learners' knowledge and what they are able to do, however, for some learners the usual format of assessment may not be suitable. We ensure that our apprenticeships do not bar learners from completing qualifications.

We recognise that reasonable adjustments or special considerations may be required at the time of assessment where:

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

The provision for reasonable adjustments and special consideration arrangements is made to ensure that learners receive recognition of their achievement so long as the equity, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessment easier for learners, nor advantages to give learners a head start.

Process for requesting reasonable adjustments and/or special considerations

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Should Projecting Success make a request on behalf of its learners it should complete a Reasonable Adjustments and Special Consideration request form including relevant supporting information. For example:

Review Arrangements

We will review the policy annually as part of our self-evaluation arrangements and revise it as and when necessary, in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

Highfields

Projecting Success Please will complete a separate form for each individual learner and send a completed copy to Highfield at least five working days before the start of the course.

End Point Assessment Organisation (EPAO)

Projecting Success will need to complete a separate form for each learner and must be submitted at the same time as the Apprentices documents for EPA are uploaded.

Appeals

If you wish to appeal against our decision to decline requests for reasonable adjustments or special consideration arrangements, please refer to our Appeals Policy.

Arrangements not covered by this policy

Circumstances for both internal and external assessment not covered in this policy should be discussed with Projecting Success and the relevant awarding body, EPAO's and Highfields, before assessment takes place. Please contact us via the details provided at the end of this policy.

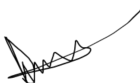
To whom it may concern:

I can confirm as a member of the Senior Leadership Team that I fully agree with the content of this policy as part of the annual review.

Name: David Matthews

Position: Apprenticeship Operations Manager

Signature:

A handwritten signature in black ink, appearing to read "David Matthews", written over a horizontal line.

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