

## **Special Consideration / Reasonable Adjustment Policy**

### **Purpose/Scope**

Salford Community Leisure aims to facilitate open access to all qualifications for Learners who are eligible for reasonable adjustment and/or special consideration in assessments, without compromising the assessment of the skills, knowledge, understanding or competence being measured. This will be achieved through: -

- **Reasonable Adjustment** – This is agreed at the pre-assessment planning stage and any action that helps to reduce the effect of a disability or difficulty, which places the Learner at a substantial disadvantage in the assessment situation. Reasonable adjustments must not, however, affect the reliability or validity of assessment outcomes nor must they give the Learner an assessment advantage over other Learners undertaking the same or similar assessments.
- **Special Consideration** – This is a post-assessment allowance to reflect temporary illness, injury or indisposition that occurred at the time of assessment. Any special consideration granted cannot remove the difficulty the Learner faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised. Special consideration cannot apply to “license to practice” units within a qualification, or to “license to practice” qualifications.

### **Guidance on Reasonable Adjustment and Special Considerations Reasonable adjustment**

A reasonable adjustment helps to reduce the effect of a disability or difficulty that places the Learner at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the validity or reliability of assessment outcomes, but may involve: -

- Changing usual assessment arrangements
- Adapting assessment materials
- Providing assistance during assessment
- Re-organising the assessment physical environment
- Changing or adapting the assessment method
- Using assistive technology

Salford Community Leisure understands that reasonable adjustments must be approved (internally or externally) and set in place prior to assessment commencing. It is an arrangement to give a Learner access to a qualification.

The work produced following a reasonable adjustment must be assessed in the same way as the work from other Learners.

Below are examples of reasonable adjustment. It is important to note that not all adjustments described below will be reasonable, permissible or practical in particular situations. The Learner may not need, nor be allowed the same adjustment for all assessments.

### **Reasonable Adjustments permitted by the Salford Community Leisure may fall into the following categories: -**

- Changes to assessment conditions
- The use of mechanical and electronic aids
- Modification to the presentation of assessment material
- Alternative ways of presenting responses
- Use of access facilitators

Please note that a reasonable adjustment must never affect the validity or reliability of assessment, influence the outcome of assessment or give the Learner(s) in question an unfair assessment advantage.

**Examples of Reasonable Adjustments as defined by the above categories are listed below: -**

- Allowing extra time – e.g. assignment extensions
- Using a different assessment location
- Use of coloured overlays, low vision aids, CCTV
- Use of assistive software
- Assessment material in large format or Braille
- Readers / Scribes
- Practical Assistants, Transcribers, Promoters
- Assessment material on coloured paper or in audio format
- Language-modified assessment material
- British sign language (BSL)
- Use of ICT / Responses using electronic devices

### **Applying Reasonable Adjustment**

Reasonable adjustments are approved before an assessment and are intended to allow attainment to be demonstrated. A Learner does not have to be disabled (as defined by the DDA) to qualify for reasonable adjustment; nor will every Learner who is disabled be entitled to reasonable adjustment. Allowing reasonable adjustment is dependent upon how it will facilitate access for the Learner. A reasonable adjustment is intended to allow access to assessment but can only be granted where the adjustment does not: -

- Affect the validity or reliability of the assessment
- Give the Learners(s) in question an unfair advantage over other Learners taking the same of similar assessment
- Influence the final outcome of the assessment decision

Salford Community Leisure applies reasonable adjustment in a transparent and unbiased manner. All reasonable adjustments made must be recorded using a reasonable adjustment form. Once completed, these would be held by the Salford Community Leisure in the Learner's file and shall be available at all times for scrutiny by the awarding body, if so requested.

All reasonable adjustments implemented by Salford Community Leisure are subject to meeting the requirements of the appropriate assessment strategy and assessment criteria for each qualification and awarding body.

It is the responsibility of the Operations Manager to ensure that any access arrangement implemented by Salford Community Leisure on behalf of the Learner, is based on firm evidence of a barrier to assessment.

For further clarification is required in relation to the application of reasonable adjustment, Salford Community Leisure would contact the applicant by e-mail.

For all qualifications that are internally assessed, Salford Community Leisure will apply to the awarding body to request to implement a reasonable adjustment, but it must: -

- Only make reasonable adjustments that are in line with this policy
- Record all reasonable adjustments made on the appropriate forms
- Keep all forms on the appropriate Learner's record
- Make forms available to the awarding body as required

### **Assessing Achievement**

Salford Community Leisure would ensure that for all internal assessment, achievement is given only for the skills demonstrated by the Learner and that reasonable adjustments do not compromise the outcomes of assessment.

## **Special Educational Needs**

Salford Community Leisure should note that a Statement of Special Educational Needs (SEN) does not automatically qualify the Learner for reasonable adjustment to assessment, as:

- The SEN statement may not contain a recent assessment of the needs; and the reasonable adjustment may compromise assessment

## **Inappropriate use of Reasonable Adjustment**

Salford Community Leisure understands that if they misuse the reasonable adjustment policy, then the awarding body will take appropriate action. Such action will range from advice and action for the centre through to the implementation of steps to manage assessment malpractice; this could ultimately lead to the recall of certificates, removal of qualification approval or removal of centre approval.

## **Special Considerations**

### **What is special consideration?**

A special consideration is consideration given following a period of assessment for a Learner who: -

- Was prepared for and present at an assessment but who may have been disadvantaged by temporary illness, injury or adverse circumstances that have arisen at or near to the time of the assessment
- Misses part of the assessment due to circumstances outside their control
- It is important to note that it may not be possible to apply special consideration in instances where: -
  - Assessment requires the demonstration of practical competence
  - Criteria have to be met fully
  - Units / qualifications confer license to practice

Where assessment is in the form of on demand assessment, such as electronic tests set and marked by computer, then it is probably more appropriate to offer the Learner an opportunity to take the assessment at a later date.

A special consideration cannot give the Learner an unfair advantage, nor must its use cause the user of a certificate to be misled regarding a Learner's achievement. The Learner's results must reflect real achievement in assessment and not potential ability. To this end, special considerations can only be a small post-assessment adjustment to the mark or outcome.

The awarding body's decision will be based on various factors, which may vary from Learner to Learner, and from one subject to another. These factors may include the severity of the circumstances, the date of the assessment, the nature of the assessment (e.g. practical, oral presentation, etc).

A Learner who is fully prepared and present for a scheduled assessment may be eligible for special consideration 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 an assessment 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 by the centre 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

The following are examples of circumstances which might be eligible for special consideration (this list is not exhaustive): -

- Terminal illness of the Learner or a parent
- Recent bereavement of a member of the immediate family
- Serious and disruptive domestic crises leading to acute anxiety about the family
- Incapacitating illness of the Learner
- Severe car accident
- Recent traumatic experience such as death of a close friend or distant relative
- Flare up of severe congenital conditions such as epilepsy, diabetes, severe asthmatic attack
- Recent domestic crisis
- Recent physical assault trauma
- Broken limb on the mend

Unlike reasonable adjustment, there are no circumstances whereby the centre can apply its own special consideration. Applications must be made to the awarding body.

### **Applying for Special Consideration**

Salford Community Leisure would put arrangements in place to enable a Learner, in extenuating circumstances, to complete assessment and thus achieve the qualification. Only when this is unsuccessful should an application for special consideration be made. All applications for special consideration can only be made on a case-by-case basis and thus separate applications must be made for each Learner. The only exception to this is where a group of Learners has been affected by a similar circumstance such as a fire alarm during an assessment; in this case a group application is permissible. In this situation, however, a list of Learners affected should be attached to the application. Applications for special consideration should be submitted to the awarding body:

- Application Form
- Evidence to support the application such as a medical certificate, a doctor's letter, a statement from the invigilator (if relevant), or any other appropriate information the Operations Manager shall authorise all applications for special consideration. Applications must be submitted to the awarding body within seven days of the assessment having taken place. Following receipt, the awarding body will usually give a decision within a further ten working days. Where a case is complex, the awarding body will usually inform the centre if a decision cannot be made within the time scale specified.

During the processing of an application, the awarding body will only liaise with the centre that are considered to be acting on the Learner's behalf and not with the Learner or their designated third party. It is important to note that special consideration applications will not be considered where Learner achievement has been claimed and certificated.

### **Lost or Damaged Work**

When a Learner's work has been lost or damaged, the awarding body may consider accepting a grade for which there is no available evidence. In all cases, the centre shall be able to verify that the work was done and that it was monitored whilst it was in progress.

### **Complying with Policy**

The centre understands that failure to comply with the requirements contained within this policy document could lead to assessment malpractice, which will impact on the Learner's result.

**Failure to comply is defined as any or all of the following: -**

- **Where applicable, putting in place arrangements without the awarding body's approval**
- **Exceeding the allowance agreed by GCMS**

- **Agreeing delegated adjustments that are not supported by evidence**
- **Failing to maintain records**
- **Failing to report delegated adjustments when requested to do so by the awarding body.**
- **Implementing delegated adjustments that affect the validity and reliability of assessment, compromise the outcomes of assessment or gives the Learner in questions an unfair assessment advantage over other Learners undertaking the same or similar assessment.**

### **Right to appeal**

If the Centre fails to agree with the awarding body a decision made in respect of this policy, then the centre has the right of appeal.

Upon receipt of an appeal, the awarding body will usually acknowledge receipt within two working days and adjudicate within a further ten working days.