

# REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY

## 1. Revision Control

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Issue Number:	Issue Date:	Changes/Amendments:
01	Feb 22	New Issue

## 2. Objective

This policy sets out the procedures that tutors and learners should follow when implementing reasonable adjustments and special considerations in accordance with the Equality Act 2010.

## 3. 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

Reasonable adjustments must be approved by the Lead trainer and set in place prior to assessment commencing.

Evidence shall be required prior to arrangement being put place – **see section 4.**

It is an arrangement to give a learner access to a qualification.

The exam/coursework following a reasonable adjustment must be assessed in the same way as work from other learners..

## 4. Evidence and Access arrangements

<b>Eligibility/ Evidence provided</b>	<b>Access arrangement</b>
<ul style="list-style-type: none"> <li>Statement of special education needs relating to secondary education</li> <li>Psychological assessment carried out by a qualified psychologist, or specialist assessment carried out by a specialist tutor</li> </ul>	Extra time where assessment is time framed - up to a maximum of 25%
<ul style="list-style-type: none"> <li>Visual/hearing impairment</li> <li>Physical disability</li> <li>Multiple-disabilities</li> <li>Learning difficulties</li> </ul>	Extra time where assessment is time framed - above 25%
<ul style="list-style-type: none"> <li>Hearing impairment</li> <li>Candidates requiring extra time</li> </ul>	Tapes/CD
Medical/psychological report	Alternative accommodation/venue away from the ATOs premises
Normal way of working	Amplification equipment
Hearing impairment	Sign interpreter (BSL, ISL and other sign languages)
Normal way of working	Read aloud
Normal way of working	CCTV
Hearing impairment	Communicator
Hearing impairment	Live speaker
Visual impairment	Low vision aid
<ul style="list-style-type: none"> <li>Visual impairment</li> <li>Hearing impairment</li> </ul>	Modified assessment material
Visual impairment	OCR scanners
Candidate with physical disability	Practical assistant
Normal way of working	Prompter

<ul style="list-style-type: none"> <li>• Psychological assessment carried out by a qualified psychologist, or specialist assessment carried out by a specialist tutor</li> <li>• Alternative evidence for candidates in the workplace</li> <li>• Visual impairment</li> </ul>	Reader
<ul style="list-style-type: none"> <li>• Physical disability</li> <li>• Psychological assessment carried out by a qualified psychologist, or specialist assessment carried out by a specialist tutor</li> <li>• Alternative evidence for candidates in the workplace</li> </ul>	Scribe
Medical/psychological	Rest breaks where assessment is time framed
Handwriting is difficult to decipher	Transcript
Hearing impairment	Transcript of tape

## 5. Applying reasonable adjustments

**You can make an application in writing for a reasonable adjustment to the Training manager by sending an email to [info@smasltd.co.uk](mailto:info@smasltd.co.uk).**

**This application must be submitted at least five days before the course start date.**

**We may require evidence to support your request.**

Reasonable adjustments are the responsibility of SMAS Worksafe. Reasonable adjustments are approved by the Training Manager 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

SMAS Worksafe will facilitate access for the learner ( in accordance with Section 4).

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 learner(s) in question an unfair advantage over other learners taking the same or similar assessment
- Influence the final outcome of the assessment decision.
- SMAS Worksafe is committed to fair and equal assessment of its learners.

## 6. Special Considerations

Special considerations are different to reasonable adjustments as they apply to a disadvantage that occurs to the learner either just before or during the assessment.

Reasons for special consideration could be

- Temporary illness
- Injury
- Adverse circumstances at the time of the assessment

A learner may be eligible for special consideration if:

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

SMAS Worksafe will submit a written Special Consideration request to the appropriate Awarding organisation

All applications for special consideration can only be made on a case-by-case basis.

Learners may apply for special consideration during or after an assessment but may not apply for special consideration in the case of a permanent disability or learning difficulty.

The size of the adjustment will depend on the circumstances during the assessment and will reflect the difficulty faced by the learner.

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