

SPECIAL CONSIDERATION & REASONABLE ADJUSTMENT POLICY

Reasonable Adjustment

Reasonable adjustment is 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. This may involve:

- Changing usual assessment arrangements.
- Adapting assessment materials.
- Providing assistance during assessment.
- Re-organising the assessment environment.
- Changing or adapting the assessment method.
- Using technology to assist.

The work produced following a reasonable adjustment must be assessed in the same way as the work from other learners. Learners should be made aware of the reasonable adjustments available at enrolment.

Examples: allowing extra time (e.g. assignment extensions); different assessment location; use of coloured paper; large text or Braille; readers/scribes/transcribers; translations; British Sign Language (BSL); and use of special technology (e.g. software).

All reasonable adjustments allowed by Rapid Results Training must comply with the assessment rules and assessment criteria for each qualification and awarding body.

Rapid Results Training understands that if it misuses 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 Consideration

This is a post-assessment allowance to reflect temporary illness, injury or indisposition that occurred at the time of assessment. The learner may have missed part of the assessment due to circumstances outside of their control. 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. It cannot give the learner an unfair advantage. The learner's results must reflect real achievement and not potential ability. Rapid Results Training's decision will be based on 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 or type of assessment. Special consideration is permitted when alternative assessment arrangements agreed before the assessment proved inappropriate or inadequate.

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

- Terminal illness of the learner.
- Terminal illness of 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 conditions such as epilepsy, diabetes or severe asthma.
- Recent domestic crisis.
- Recent physical assault trauma.

Rapid Results Training would put arrangements in place to enable a learner to complete an 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, with a list of learners affected attached to the application.

Applications for special consideration should be submitted to the awarding body. The evidence to support the application must be enclosed, such as a medical certificate, a doctors letter, a statement from the invigilator (if relevant), or any other appropriate information. The Director will authorise all applications for special consideration. Applications must be submitted to the awarding body within seven days of the assessment having taken place.

Complying with the Policy

Rapid Results Training 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:

- Putting in place arrangements without the awarding body's approval.
- Agreeing adjustments not supported by evidence.
- Failure to report adjustments requested by the awarding body.
- Agreeing adjustments that affect the validity and reliability of assessments, compromises the outcomes of assessments or gives learners an unfair assessment advantage over other learners taking the same or similar assessments.