

## Reasonable Adjustment and Special Considerations Policy

ESF supports open access for learners who are eligible for reasonable adjustment and/or special consideration in assessments. This is with no detriment or compromise to the assessment of the skills, knowledge, understanding or competence being measured. This is enabled through two processes:

### Reasonable Adjustment:

Agreed at the pre-assessment stage and including 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. The reliability or validity of the assessment outcomes remains unaffected.

Reasonable adjustments will be approved by the Quality Nominee and can include:

- 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.

Any work produced following a reasonable adjustment is assessed in the same way as the work from other learners. Any access arrangement implemented on behalf of a learner will be based on firm evidence of a barrier to assessment.

An RA1 form is to be used where reasonable adjustments are made in order to record the necessary details of each case.

### Special Consideration:

The QN will apply to BTEC for this post-assessment allowance, due to issues such as illness, injury or indisposition that occurred at the time of assessment. Special considerations will only be relatively small adjustments to ensure that the integrity of the assessment is not compromised and these will always be approved by BTEC prior to use.

ESF will make all necessary arrangements to enable full and equal access to assessment for all learners. However, where this may become impossible for extenuating reasons, then special considerations will be explored if appropriate.

Each case will be considered individually, but it may not be possible to apply special consideration in instances where:

- assessment requires the demonstration of practical competence
- the criteria have to be met fully
- units or qualifications confer licence to practice.

Any application for any special considerations will be outlined using form SC1 and accompanied by the learner's Student Report Form (SRF) and any other evidence to

support the application such as: a medical certificate, a letter from the relevant professional, a statement from the invigilator etc.

In the case of claiming achievement where a learner's work has been lost or damaged, we will be able to verify that the work was done and that it was monitored whilst it was in progress (feedback sheets, tracking sheets, tutor notes..) and will specify the criteria achieved.

Applications will be submitted on SC1 along with evidence of learner achievement (assessment/IV records) and a signed Student Report Form (SRF).

This policy will be reviewed June 2019