

Reasonable Adjustment and Special Consideration Policy.

1. Introduction

Cano Training Services Ltd is committed to the equal and fair assessment of all its learners. As part of this, we are prepared to give special considerations to those in need of enhanced access during assessments and make any reasonable adjustment we can, within the constraints of budgets and practical feasibility, in order to assist pupils undergoing assessments at the centre.

This policy sets out the procedures that learners and tutors should follow when implementing reasonable adjustments and special considerations.

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.

2. What is Reasonable Adjustment?

This is agreed action at the pre-assessment planning stage that helps reduce the effect of a disability or difficulty, which places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments will not, however, affect the reliability or validity of assessment outcomes nor will they give the learner an assessment advantage over other learners undertaking the same or similar assessment, 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 and/or using assistive technology.

Reasonable adjustments must be approved by the Internal Quality Assurer (IQA) 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.

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/prompters;
- assessment material on coloured paper or in audio format;
- language-modified assessment material;
- British Sign Language (BSL) and/or
- use of ICT/responses using electronic devices.

3. What is Special Consideration?

This is a post-assessment allowance to reflect temporary illness, injury, bereavement 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.

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 or
- the alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate or
- any part of an assessment has been missed due to circumstances beyond the control of the learner.

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

We will aim to respond to all requests within 2 working days of receipt. If we are unable to respond on the within 2 working days we will provide you with an estimated response date.

4. Applying reasonable adjustment or special consideration.

Reasonable adjustments and special consideration are approved by the Quality Team before any assessment are intended to allow attainment to be demonstrated. 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 and/or
- influence the final outcome of the assessment decision.

Trainers at Cano Training will have to give notification of reasonable adjustments/special consideration required as possible following registration of students through class profiles. Trainers will also have to inform the Lead Quality Advisor of any circumstances that may grant a student special consideration. Then the Lead Quality Advisor will authorise extensions to assignment deadlines through special consideration. They will monitor application of reasonable adjustment and special consideration policy in their subject area, taking action where necessary.

Revised Date: October 2021
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