

# QUALIFICATIONS REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY AND PROCEDURE

Innovate Awarding aims to facilitate open access for learners who are eligible for reasonable adjustments and/or special consideration in assessment, whilst ensuring that the assessment of knowledge, skills, understanding and competence is not compromised.

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## REASONABLE ADJUSTMENTS

Reasonable adjustment should be agreed at the planning stage of assessment and it relates to an adjustment that helps to reduce the effect of a disability or difficulty, which may place the learner at a disadvantage during the assessment process. It is important that reasonable adjustments do not affect the reliability or validity of assessment and they should not give the learner an advantage over other learners undertaking the same assessment.

Centres/employers should inform Innovate Awarding of any reasonable adjustments required to enable a learner to complete their qualification as soon as possible.

**In addition to this, Innovate Awarding will support centres making these reasonable adjustments by ensuring that:**

- The reasonable adjustments made, provide learners with the opportunity to demonstrate attainment
- The reasonable adjustments compensate for any disadvantage imposed by the disability but do not otherwise advantage learners
- Any person using the certificate to identify an individual's competence is not misled regarding the learner's attainments
- The assessment is rigorous and fair
- The assessment activity is valid and may be measured against the national standard
- The assessment result is reliable
- The assessment is practically able to operate within available resources, facilities and time

**Centres/Innovate Awarding may only reject applications in circumstances where:**

- The content and delivery of the chosen course of study would prevent the learner from fulfilling a major part of the requirements of the course and it proves impossible to overcome this difficulty
- Admission of the learner may constitute a serious safety hazard that cannot be reasonably overcome

In these instances, the centre is advised to facilitate an alternative choice of course of training opportunity and give relevant feedback to the applicant. The centre cannot refuse to accept or register learners on the grounds that better facilities or support could be provided elsewhere.

Centres are advised to seek clarification from Innovate Awarding in any case where they consider that they do not have the necessary expertise to judge whether a reasonable adjustment is needed and/or how it should be applied.

**Telephone:** 0117 314 2800

**Email:** [Compliance@Innovateawarding.org](mailto:Compliance@Innovateawarding.org)

## Procedures for reasonable adjustments

The table below lists the most commonly requested reasonable adjustments to standard assessment arrangements. The table provides a guideline to centres delivering Innovate Awarding qualifications and can be used when considering decisions applying to different reasonable adjustments. It is not an exhaustive list and centres are advised to contact Innovate Awarding for further advice on alternative assessment methods for particular situations.

Reasonable Adjustment	Assessment NOT externally set and NOT taken under examination or Controlled Conditions <sup>1</sup>	Assessments are externally set and taken under examination or Controlled Conditions
Extra time	The centre	Innovate Awarding
Supervised rest breaks	The centre	Innovate Awarding
Change in the organisation of the assessment room	The centre	Innovate Awarding
Separate accommodation within the centre	The centre	Innovate Awarding
Taking the assessment at an alternative venue	The centre	Innovate Awarding
Use of coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners	The centre	The centre/Innovate Awarding
Use of assistive technology	The centre	Innovate Awarding
Use of bilingual and bilingual translation dictionaries <sup>2</sup>	The centre	Innovate Awarding
Assessment material in enlarged format	The centre	Innovate Awarding
Assessment material in Braille	The centre	Innovate Awarding
Language modified assessment material	The centre	Innovate Awarding
Assessment material in BSL	The centre	Innovate Awarding
Assessment material on coloured paper	The centre	Innovate Awarding
Assessment material in audio format	The centre	Innovate Awarding
Use of ICT	The centre	Innovate Awarding
Responses using electronic devices	The centre	Innovate Awarding
Responses in BSL	The centre	Innovate Awarding
Reader	The centre	Innovate Awarding
Scribe (amanuensis)	The centre	Innovate Awarding
BSL/English interpreter	The centre	Innovate Awarding
Prompter	The centre	Innovate Awarding
Practical Assistant	Innovate Awarding	Innovate Awarding
Transcriber	The centre	Innovate Awarding

<sup>1</sup> Controlled Conditions are those under Tutor/Assessor supervision

<sup>2</sup> Use of bilingual dictionaries should be carefully considered to ensure that the validity of assessment outcomes is not compromised

## **Assessments NOT taken under controlled examination conditions**

This type of assessment forms the basis of the majority of Innovate Awarding's assessment activity within its qualifications. This type of assessment allows the centre greater flexibility to be responsive to an individual learner's needs and choose an assessment activity and method that will allow the learner to demonstrate achievement of assessment criteria.

These may include, for example:

- Coursework
- Set assignments which are researched in the learner's own time
- Assessment activities devised by the centre
- Assessment activities devised by Innovate Awarding
- Assessments where the learner has to collect evidence in order to demonstrate competence

Innovate Awarding encourages centres to:

- Adopt a flexible approach in identifying alternative ways of achieving the assessment criteria for a unit
- Consider the benefits of varying assessment methods and choosing appropriate ways of obtaining evidence when the learner is first accepted onto a course
- Present assessment materials or documents in a way that reflects the learner's normal way of working
- Allow learners to present their answers or evidence in any format which enables them to meet the specified assessment criteria
- Allow learners to use any commercially available mechanical, electronic or other aids in order to demonstrate achievement so long as they reflect the learner's normal ways of working and do not give the learner an unfair advantage
- Contact Innovate Awarding to discuss alternative arrangements that may be appropriate for specific situations

The outcome produced by the learner must at all times:

- Meet the requirements of the specifications regardless of the process or method used
- Be as rigorous as assessment methods used with other learners
- Be assessable
- Be able to be moderated or verified

## **Assessments taken under exam conditions**

In situations where the learner is given set assessment materials and must complete tasks in a fixed amount of time, there may be a greater need for adjustments to standard assessment arrangements.

## Reasonable Adjustments permitted at the discretion of the centre

As indicated in the table, in some cases, Innovate Awarding will allow Reasonable Adjustments to be made at the discretion of the centre.

Reasonable Adjustments made at the discretion of the centre must be agreed with the Internal Verifier/Lead Internal Verifier and included in the sampling process for internal verification.

## Applying to Innovate Awarding for permission

In all other cases, the centre must apply to Innovate Awarding for Reasonable Adjustments to assessment methods on behalf of the learners.

Centres will be required to implement the adjustment to assessment in accordance with the guidance given. If a centre exceeds the level of assistance and type of assistance as set out in these sections, it may be viewed as malpractice and lead to sanctions for both learner and the centre.

Please complete the Reasonable Adjustments application form and return this to the email address provided at the end of this document. We aim to confirm a decision regarding reasonable adjustments within **15 working days** of acknowledging the request.

The form is available from our website [www.innovateawarding.org](http://www.innovateawarding.org)

## Records of reasonable adjustments

All Reasonable Adjustments must be recorded on the learner's registration. Other records pertaining to the implementation of and/or rejection of Reasonable Adjustments records should be available for your EQA.

Where the centre is the decision-making authority, then decisions can be made without prior reference to either Innovate Awarding or your EQA. However, a report must accompany all claims for certification or theory paper marking/e-assessment.

## Timescales

Reasonable Adjustments should be considered at enrolment and implemented at the point of planning before a learner begins the qualification.

**15 working days** must be allowed if a decision from Innovate Awarding is required.

## Special considerations

Special consideration is an allowance that takes place following assessment to accommodate temporary illness, injury or other indisposition that occurred at the time of the assessment. The adjustment made must be relatively small to ensure that the integrity of the assessment is maintained. Special considerations should be formally applied for – application form available on our website [www.innovateawarding.org](http://www.innovateawarding.org)

Please note; special consideration cannot be applied where the assessment strategy and evidence requirements stipulate for those unit(s) the demonstration of practical competence.

## Procedures for special considerations

**Special considerations may be applied for a learner who is fully prepared and present for a scheduled assessment as follows:**

- Performance in the assessment is affected by circumstance beyond the control of the learner – for example, illness, injury, bereavement, serious disturbance during the assessment
- Reasonable assessment adjustments agreed in advance of the assessment were inadequate or inappropriate
- Part of an assessment has been missed due to circumstances beyond the control of the learner

**Special considerations will not be applied in the following circumstances:**

- Part of the assessment was missed due to unauthorised absence
- No evidence was supported by the centre/employer indicating that a learner was affected by illness, injury, bereavement or other indisposition at the time of the assessment
- Difficulties experienced during the course – for example, building work, lack of facilities and staff shortages

**The following examples reflect where special considerations may be applied.**

**Please note this list is not exhaustive:**

- Incapacitating illness of the learner
- Serious injury affecting the learner
- Terminal illness of the learner
- Recent bereavement of a close family member or friend
- Terminal illness of a parent
- Serious domestic crisis
- Serious car accident
- Flare up of congenital illness (for example asthma, diabetes, epilepsy)
- Physical assault trauma

In exceptional circumstances where a learner may not be able to complete all assessment requirements, the centre/employer (on behalf of the learner) may submit a request to

Innovate Awarding to make an aegrotat award. This is an award based on the performance of the learner in other related examinations and is also based on an estimate of a learner's likely performance.

The following considerations apply:

- Each case will be treated on an individual basis and will not be taken as a precedent for other situations
- The evidence required for the consideration of an aegrotat award includes the following;
  - A statement from the centre/employer supporting the application
  - Medical documentation identifying the period of illness, injury or indisposition
  - Internal verification and assessment records showing learner progression
  - External verification records showing learner progress, if available
- Innovate Awarding reserves the right to interview the learner
- The final decision to award an aegrotat will be made by the EQA in conjunction with Innovate Awarding's Head of Development, Head of Regulations and Standards and the Technical Assessment Manager.

A centre cannot apply its own special consideration. Authorisation must be requested from Innovate Awarding using the relevant application form, available on our website [www.innovateawarding.org](http://www.innovateawarding.org) and on QuartzWeb. Supporting information or evidence should be submitted with the application form – a Doctor's letter, medical certificate, a statement from the invigilator etc.

A decision regarding the Special Consideration request will be communicated within **10 working days** of acknowledging the request.

## Appeals

If a learner, for any reason, considers that they have been wrongly refused access to fair assessment and wishes to appeal, they should follow the Innovate Awarding Appeals policy and procedure.

If a centre, for any reason, considers that their learner(s) have been wrongly refused access to fair assessment and wish to appeal, they should follow the Innovate Awarding Appeals Policy and Process.

If you have any questions regarding either reasonable adjustments or special considerations, this policy or our procedures, please contact Innovate Awarding:

**Telephone:** 0117 314 2800

**Email:** [Compliance@innovateawarding.org](mailto:Compliance@innovateawarding.org)