



## **Reasonable adjustments and special considerations policy**

### **Introduction**

This policy is aimed at our teachers and candidates. It is also for use by our staff to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

### **This policy outlines:**

- our arrangements for making reasonable adjustments and special considerations in relation to our qualifications
- how teachers and candidates can apply for a reasonable adjustment or special consideration
- examples of the reasonable adjustments we will permit
- examples of the types of special considerations that can be given to candidate

### **Review arrangements**

We will review the policy annually as part of our self-evaluation arrangements and revise it as and when necessary in response to customer feedback or requests from the regulatory authorities.

### **Arrangements not covered by this policy**

This policy covers arrangements made for Graded Examinations only. For candidates undertaking written examinations as part of a Diploma qualification please contact the Quality Manager for further details of how reasonable adjustments and special considerations can be applied in these circumstances.

### **Appeals**

If you wish to appeal against our decision to decline requests for reasonable adjustments or special consideration arrangements, please refer to our Appeals Policy.

### **Policy overview**

Paragon Training Academy Limited is committed to complying with all current and relevant legislation in relation to the development and delivery of our qualifications. We are committed to ensuring that all candidates have fair and equal access to assessment where possible and practicable.

A reasonable adjustment may be required where a candidate has a permanent disability or specific learning needs

A special consideration may be required where a candidate has a temporary disability, medical condition or learning needs or is indisposed at the time of the assessment

### **Tutor responsibility**

Tutors should be aware of this policy and their role in making requests to Paragon Training Academy Limited for reasonable adjustments, and informing Paragon Training Academy Limited of any requirements for their candidates.

### **Examiners' responsibility**

Examiners are responsible for applying reasonable adjustments and special considerations during the examination. Examiners should be aware of their responsibilities in this process.

### **Definition of reasonable adjustments**

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage during an assessment.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing usual assessment arrangements, for example allowing a candidate extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing assistance during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic candidate
- providing and allowing different coloured transparencies

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the candidate access to the assessment.

Paragon Training Academy Limited is only required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

### **Process for requesting reasonable adjustments**

If a tutor is making a reasonable adjustment request on behalf of candidates they should complete a Reasonable adjustments request form and supply relevant supporting information:

- candidate's name
- registration number
- nature of the request
- evidence to support the request (e.g. medical or other report)

Completed forms should be sent to:

Kamil Ahmed

Quality Manager

Chalgrave Suite, Regional House, 28-34 Chapel St, Luton, LU1 2SE

Or emailed to

Requests for reasonable adjustments should be submitted no later than 30 days before the assessment.

### **Definition of special considerations**

Special consideration can be applied after an assessment if there was a reason the candidate may have been disadvantaged during the assessment.

For example, special consideration could apply to a candidate who had temporarily experienced:

- an illness or injury
- some other event outside of their control

Special consideration should not give the candidate an unfair advantage; neither should its use cause the user of the certificate to be misled regarding a candidate's achievements.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the candidate. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the candidate.

Special consideration is made at the time or, or just after an examination has taken place. Special consideration is made by the Examiner at their discretion and will be discussed and agreed with the teacher at the time of the examination.

### **Contact us**

If you have any questions about this policy or would like guidance on how to request a reasonable adjustment, please contact Kamil Ahmed (Telephone 01582965440) or via email

or via post to Chalgrave Suite, Regional House, 28-34 Chapel St, Luton, LU1

2SE

## Reasonable Adjustment Request form

**Please complete all fields and submit the form no later than 30 days before the date of the examination**

<b>Tutor No</b>		<b>Tutor Name</b>	
<b>Candidate No</b>		<b>Candidate name</b>	
<b>Qualification Title the candidate is registered on</b>			
<b>Reason for application</b>			
<b>Access arrangement requested</b>			
<b>Please provide details of supporting evidence. This may include:</b> <ul style="list-style-type: none"> <li>• The teacher's assessment of the candidate's needs</li> <li>• History of provision for the candidate within the teacher</li> <li>• Medical certificate</li> <li>• Psychological or other professional assessment report</li> </ul>	<b>1. Yes/No</b>		
<b>Declaration: I am satisfied that the information provided on this form is accurate. I fully support the application and confirm that the candidate is/will be appropriately entered for the examination(s)/course(s) concerned and will be able to demonstrate the assessment objectives required by the specification.</b>			
<b>Name of tutor</b>		<b>Date</b>	
<b>Signature</b>			
<b>For Office Use</b>			

1. Please fill in a separate form for each candidate and qualification.
2. In the box Reason for application, please state precisely the nature of the disability or indisposition and its effects in relation to the assessment (e.g. cerebral palsy affecting movement of hands).
3. The teacher is advised, wherever possible, to consult a specialist advisory service or other external service on the most appropriate arrangements for the candidates concerned and then consider their advice in the light of the course specifications.

4. Please specify any information/evidence enclosed with the application, which will assist our understanding of the case. Medical or other appropriate evidence will not always be required but must be provided for cases that the teacher is unable to verify to the satisfaction of the awarding body.
5. The tutor must sign the application confirming that they support the request.