

Special Consideration and Reasonable Adjustment Policy

This policy is aimed at all employees, learners and related stakeholders of Stanfords Training Ltd. We are committed to complying with all current and relevant regulation and legislation to the development and delivery of our qualifications. This policy will be used by our employees to ensure they are dealing with all reasonable adjustments and special considerations in relation to the delivery and assessment of our qualifications. We aim to facilitate open access for all learners who are eligible for reasonable adjustments or special considerations in assessments, whilst ensuring the assessment of understanding, knowledge, skills and competence is not compromised in any way for all of the protected characteristics within the Equality Act 2010.

This policy outlines the following:

- The arrangements for making reasonable adjustments and granting special considerations during the delivery and assessment of qualifications
- The criteria learners must meet to qualify for reasonable adjustments or special considerations
- The types of reasonable adjustments that may be approved, and the procedures for submitting requests in advance of assessments or learning activities
- The circumstances under which special considerations may be granted, and how they are applied in practice

Definition of a Reasonable Adjustment

A reasonable adjustment relates to any actions that help to reduce the effect of a disability or difficulty, which may place the learner at a disadvantage during the delivery of a qualification or an assessment situation. They are applied to an assessment process for a qualification to enable a learner with a disability or difficulty to demonstrate his or her knowledge, skills and understanding of the levels of attainment required in the qualification specification.

When a reasonable adjustment has been applied, the work produced by the learner will be marked to the same standards and assessment requirements as the work assessed of the other learners.

Definition of a Special Consideration

Special consideration is a post-assessment adjustment to the marks of a learner's assessment paper or rearrangement of an assessment time and/or date.

A special consideration can be granted after an assessment has taken place if a learner may have been disadvantaged.

Policy

Assessment should be a fair test of learners' knowledge, skills and ability. The standard format of assessment may not be suitable for all learners, our aim is that our assessments and qualifications do not prevent any learners from attaining them.

At Stanfords Training Ltd, we recognise that reasonable adjustments or special considerations may be required at the time of assessment where the following applies:

- Learners have a permanent disability or specific learning needs
- Learners have a temporary disability, learning needs or medical condition
- Learners are not available at the time of assessment

Reasonable adjustments and special consideration arrangements are available to ensure all learners receive recognition of their achievement providing there is evidence that the equity, validity and reliability of the assessments can be assured. These arrangements should not be used to make assessments easier for learners or give learners a head start and should not disadvantage other learners.

All requests for reasonable adjustments and special considerations will be reviewed on an individual basis and all the information received will be considered.

Principles of Granting Reasonable Adjustments

Stanfords Training Ltd will support our employees in making these reasonable adjustments by ensuring that the following applies:

- Reasonable adjustments granted provide learners with the opportunity to demonstrate their attainment
- The reasonable adjustment compensates for any disadvantage imposed by the disability or difficulty but do not disadvantage others
- Certificates issued do not mislead anyone regarding the learner's attainment
- The assessments were rigorous and fair
- The assessment activity is valid and is measurable against the assessment criteria
- Assessment results are reliable.

Reasonable adjustments that may be requested are as follows:

Modified enlarged manuals or assessment papers

For learners with a visual impairment where enlarged text would allow them access to fair delivery and assessment (pre-assessment notice is required).

Assessment extension time

Extra time is not permitted in practical skills performance. An allowance of 25% extra time is permissible for assessment papers if the learner has learning difficulties, supported by an assessment report evidencing the need for the adjustment.

Use of a reader

For learners with a visual impairment whose reading skills have been tested and defined as below average or where English is a learners second language. The reader is a responsible adult who reads the questions to the learner but must not be the course tutor, assessor, relative, friend or peer to the learner. The reader must only read the question paper instructions and the questions, they must not explain or clarify. They may if requested repeat instructions, read back what has been written or give the spelling of a word on the paper.

Use of a scribe

For learners who have learning difficulties and are unable to write legibly. The scribe is a responsible adult who writes down the learners dictated answers to the questions, they must not be the course tutor, assessor, relative, friend or peer to the learner. The use of computer software that produces a hard copy of the learner's dictated speech is permissible.

Use of a sign interpreter

For learners who communicate by using sign language. The interpreter is a responsible adult who is proficient in the use of sign language, they must not be the course tutor, assessor, relative, friend or peer to the learner. The interpreter must only sign the question paper instructions and the questions, they must not explain or clarify. They may if requested repeat instructions, learners are only permitted to sign their answers in coursework and exams where the answers required involve single words.

The company may reject requests in situations as follows:

- Reasonable adjustments must not invalidate the assessment requirements set out in the qualification specification
- The content and delivery of the chosen course of study would prevent the learner from fulfilling a major section of the course affecting the assessment requirements
- Must not give the learner an unfair advantage compared to other learners for whom a reasonable adjustment has not been granted.

Procedure to Request a Reasonable Adjustment

The process for requesting access arrangements and the evidence required may vary dependent upon the qualification specification, the learner's circumstances and any other factors that need to be taken in to consideration.

Reasonable adjustments may cover all of the course content and not just the assessment. We ask that a request is submitted to Stanfords Training Ltd prior to the course starting, if the adjustment is to an assessment paper a minimum of 14 days' notice is required. All arrangements for adjustments must be approved by Stanfords Training Ltd before being implemented.

The Stanfords Training Ltd reasonable adjustments and special considerations form is available to complete and submit via the ATC's Synergy account. All requests for reasonable adjustments and special considerations will be reviewed on an individual basis and all the information received will be considered. Stanfords Training Ltd will not approve any adjustments that may compromise the assessment criteria and that may disadvantage other learners.

Managers, tutors and assessors may assist learners in choosing an appropriate course of study, making them aware of the qualification specification requirements. Learners may still decide to undertake/complete a qualification knowing they are unable to fulfil the assessment requirements, in this situation a certificate of attendance may be issued.

Failure to comply with this policy may constitute malpractice and the resulting disqualification of the learner.

Principles of Granting Special Considerations

Learners must have attended the course for the appropriate amount of guided learning hours and have been fully prepared by the tutor to take the assessment. If their performance in the assessment or in the production of coursework is affected by adverse circumstances beyond their control, a special consideration may be granted for a learner if they have temporarily experienced any of the following:

- Illness or injury
- An event out of the learner's control which has or is likely to have an impact on the learner's ability to take an assessment or demonstrate their levels of attainment during the assessment.

Any special considerations granted must:

- Treat all learners fairly
- Require the learner to fully meet the assessment requirements
- Maintain the relevance, reliability and comparability of the assessment.

They must not invalidate the assessment requirements set out in the qualification specification.

Special considerations should not give the learner an unfair advantage, neither should it mislead an employer/training provider regarding the learner's achievements for certification. The learner's results must reflect the achievement in assessment and not their potential ability. If a special consideration is granted this may result in a post-assessment adjustment to the marks of the learner. The adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

Procedure to Request a Special Consideration

If a learner experiences unforeseen circumstances that may have negatively affected their performance during or around the time of an assessment, a special consideration request may be submitted. This request can be made by a manager, tutor, or assessor using the Stanfords Training Ltd Reasonable Adjustments and Special Considerations Form. The form must be completed and submitted within seven working days of the assessment's conclusion and should accompany all required end-of-course documentation.

The request must clearly outline the nature of the adverse conditions affecting the learner. This may include illness, bereavement, injury, or emotional distress. Any relevant supporting evidence, such as a medical certificate or letter from a professional, should be included with the form. It is important that all documentation is submitted securely and handled confidentially.

There are occasions when learners may be too unwell or distressed to complete an assessment, or where their performance may not reflect their usual ability. In such cases, special consideration may be appropriate. Each request is reviewed on an individual basis, and all available evidence will be carefully considered before a decision is made.

If a request for special consideration is approved, the learner's performance will be reviewed in light of the circumstances presented. However, approval of the request does not automatically change the outcome of the assessment. Adjustments are made only when justified and when they do not undermine the integrity of the qualification.

Stanfords Training Ltd will not authorise any special considerations that could compromise the assessment criteria or result in unfair advantage over other learners. Any failure to comply with the requirements of this procedure may be regarded as malpractice and could lead to the disqualification of the learner.

Centre Responsibility

It is important that all personnel involved in the management, assessment and quality assurance of all Stanfords Training Ltd qualifications, are fully aware of the contents within this policy and ensure the learners are made aware of the policy when undertaking or completing any of our qualifications.

When an EQA visits a centre, they may ask personnel and learners some questions to identify if they are aware of the policies contents and purpose.

Arrangements Not Covered Within This Policy

If any circumstances arise relating to internal or external assessment not covered within this policy you should contact our compliance manager at Stanfords Training Ltd to discuss prior to the assessment taking place.

Appeals

If you wish to appeal against our decision to decline a request for a reasonable adjustment or special consideration please refer to our [Appeals Policy](#), this is available on our website or you can request a copy by contacting us.

Monitoring and Review

This policy and its procedures will be reviewed regularly for improvements as part of our quality assurance requirements. This will ensure it is fit for purpose, reflects the services we deliver to our approved training centres, and we provide services which are relevant to the requirements of individual needs.

Policy Date: 01/08/2024

Next review date: 01/08/ 2025

Signed:

