Reasonable Adjustments & Special Considerations Policy

This policy applies to KBM Training & Recruitment Ltd learners who are registered on an accredited qualification or unit. It also applies to our staff to ensure that all reasonable adjustment and special consideration requests are handled consistently, in accordance with relevant legislation including the Equality Act 2010, the Children and Families Act 2014 (for learners with special educational needs and disabilities), and the SEND Code of Practice 2015. This ensures that all learners receive fair and equitable treatment while upholding their legal rights.

This policy outlines:

- KBM Training & Recruitment's arrangements for making reasonable adjustments and giving special consideration in relation to our qualifications
- how learners qualify for reasonable adjustments and special consideration
- the reasonable adjustments we permit and those where permission is required in advance before they are applied
- what special consideration can be given to learners

Responsibility

We will ensure that all staff involved in the management, assessment and quality assurance of qualifications are fully aware of the contents of the policy and are able to advise learners appropriately.

Review arrangements

KBM Training & Recruitment, Ltd will review the policy annually as part of its self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback, changes in our practices, requirements from the qualifications regulators or changes in legislation.

Arrangements not covered by this policy

Circumstances for both internal and external assessment not covered in this policy should be discussed with KBM Training & Recruitment, Ltd before assessment takes place

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

In order to comply with equalities law, KBM Training & Recruitment, Ltd must have in place clear arrangements to make reasonable adjustments in relation to its qualifications so that a learner with special educational needs, disabilities or temporary injuries is able to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the qualification.

Reasonable adjustments may be required at the time of assessment where:

- learners have a permanent disability or specific learning need
- learners have a temporary disability, medical condition or learning need
- learners are indisposed at the time of the assessment.

Often learners are required to compile a portfolio of evidence which can consist of a mixture of work products, observation reports, witness testimonies, underpinning knowledge tests etc.
Making appropriate access arrangements in qualifications of this type can be easier than in qualifications where the mode of assessment is more firmly fixed.

It is important to ascertain the most appropriate method of obtaining evidence when a learner is first accepted onto a programme. The learner may present their evidence in any format, as long as it enables them to demonstrate that they have met the specified assessment criteria. For example, a learner may present their evidence through the medium of braille, on audio cassette or on video rather than in written formats. Alternatively, oral questioning or witness testimonies may replace written responses.

The provision for reasonable adjustments and special consideration is made to ensure that learners receive recognition of their achievement so long as the comparability, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessment easier for learners, nor advantages to give learners a head start.

Definition of reasonable adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability that places the learner at a substantial disadvantage in the assessment situation. It is made to an assessment for a

qualification to enable the learner to demonstrate his or her knowledge, skills and understanding of the levels of attainment required by the specification for that qualification.

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

- changing usual assessment arrangements, for example allowing a learner 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 a learner with autism
- using assistive technology, such as screen reading or voice activated software
- providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper- based assessments
- providing and allowing different coloured transparencies with which to view assessment papers

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access to the assessment. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work.

KBM Training & Recruitment, Ltdis only required by law to do what is 'reasonable' in terms of giving access to assessment. 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.

Where evidence is produced in braille or signed onto video, it is the Company's responsibility to ensure that a person who is suitably qualified in braille or sign language, is available to translate the material for the internal and external verifier if this is required.

Definition of special consideration

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

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

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

and which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

Special consideration cannot be applied in a cumulative fashion, e.g. on the basis of a domestic crisis at the time of the examination and the learner suffering from a viral illness.

If the application for special consideration is successful, the learner's performance will be reviewed in the light of available evidence.

Special consideration should not give the learner an unfair advantage; neither should its use cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect his / her achievement in the assessment and not necessarily his / her potential ability.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner, but not necessarily so. The size of the adjustment (to a maximum of 5%) will depend on the circumstances and reflect the difficulty faced by the learner.

KBM Training & Recruitment, Ltd also note that:

- where an assessment requires the learner to demonstrate practical competence or where criteria have to be met fully, or in the case of qualifications that confer a Licence to Practice, it may not be possible to apply special consideration.
- in some circumstances, for example for on-demand assessments, it may be more appropriate to offer the learner an opportunity to take the assessment at a later date.

Process for requesting reasonable adjustments and/or special consideration

KBM Training & Recruitment, Ltd will complete and submit the required forms to the Awarding Body and ensure relevant supporting information is presented at the time, for example medical evidence or a

statement from the assessor or invigilator.

Requests for reasonable adjustments should be submitted no later than 30 working days before the assessment.
Requests for special consideration should be submitted as soon as possible but no more than 5 working days after the assessment. This is with the exception of on-screen Functional Skills exams which are required to be submitted within 24 hours of the assessment taking place.

Requests for special consideration may only be accepted after the results of assessment have been released in the following circumstances:

- application has been overlooked at the centre and the oversight is confirmed by the centre co-coordinator
- medical evidence comes to light about a learner's condition, which demonstrates that the learner must have been affected by the condition at the time of the assessment, even though the problem revealed itself only after the assessment
- for onscreen assessments where results are immediately available.

How KBM Training & Recruitment, Ltd will deal with requests

KBM Training & Recruitment, Ltd will generally be informed of a decision by the Awarding Body within 5 working days. Some requests for reasonable adjustments may take longer to evaluate, particularly if specialist advice is required. We will ensure both staff and learner are kept informed.

This policy will be monitored annually to review its effectiveness and will be updated in accordance with necessary changes. Where the request fails to meet the criteria, it will be rejected.

Agreed/signed by: Salman Khan
Position: CEO/Director

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Appendix 1 – Reasonable adjustments permissions table

This table outlines some of the decisions on reasonable adjustments that can be made. However, KBM Training & Recruitment, Ltd will seek advice from the Awarding Body in any case where they are in doubt if an adjustment is needed or how it should be applied.

Key:

- Centre – Reasonable adjustment permitted at the discretion of the centre
- EV – Consult external verifier for permission
- Awarding Body– Apply to Awarding Body for permission

Reasonable adjustment	Assessments NOT taken under examination conditions	Assessments taken under examination conditions
Extra time up to 25%	EV	Awarding Body
Extra time in excess of 25%	Awarding Body	Awarding Body
Supervised rest breaks	Centre	Centre
Change in the organisation of assessment room	Centre	Centre
Separate accommodation within the centre	Centre	Centre
Taking the assessment at an alternative venue	Centre	Centre
Use of coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners	Centre	Centre
Use of assistive software	Awarding Body	Awarding Body

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Use of bilingual and bilingual translation dictionaries	Centre	Awarding Body
Assessment material in enlarged format	Centre	Awarding Body
Assessment material in Braille	EV	Awarding Body
Language modified assessment material	EV	Awarding Body
Assessment material in BSL	EV	Awarding Body
Assessment material on coloured paper	Centre	Awarding Body
Assessment material in audio format	Centre	Awarding Body
Responses using electronic devices	Centre	Awarding Body
Responses in BSL	EV	Awarding Body
Responses in Braille	EV	Awarding Body
Reader	Centre	Awarding Body
Scribe	Centre	Awarding Body
BSL/English interpreter	EV	Awarding Body
Prompter	Centre	Awarding Body
Practical assistant	Centre	Awarding Body
Transcriber	Centre	Awarding Body
Other	Awarding Body	Awarding Body

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Appendix 2 – Examples of Special Considerations

The examples listed below are provided for illustrative purposes only.

5% This is the maximum allowance and will be reserved for the most exceptional cases, such as:

- terminal illness of the learner;
- terminal illness of a parent/carer;
- very recent death of a member of the immediate family;
- very serious and disruptive domestic crisis leading to acute anxiety about the family.

4% Very serious problems such as:

- life-threatening illness of learner or member of immediate family;
- major surgery at or near the time of the examination;
- severe disease;
- severe injury arising from a car accident;
- very recent death of member of extended family;
- severe or permanent bodily injury occurring at the time of the examinations;
- serious domestic crisis at time of examinations.

3% A more common category, (more cases will fall into this category) including:

- recent traumatic experience such as death of a close friend or distant relative;
- recent illness of a more serious nature;
- flare-up of severe congenital conditions such as epilepsy, diabetes, severe asthmatic attack;
- recently broken limbs;
- organ disease;
- physical assault trauma before an examination;
- recent domestic crisis;
- witnessing a distressing event on the day of the examination.

2% The most common category of allowance - the majority of cases will fall within this category:

- illness at the time of the assessment;
- broken limb on the mend;

- recent viral illness;
- concussion;
- effects of pregnancy (**not pregnancy** per se);
- hay fever on the day of an examination;
- extreme distress on the day of an examination; (**not simply exam related stress**)
- allowance on last paper taken in a day when a learner has been entered for three or more examinations timetabled for the same day **and** the total duration of those papers is **more than 5 hours 30 minutes.**

Where extra time has been used following reasonable adjustment approval, this should be included in the calculation.

Supervised rest breaks **must not** be included in the total duration of the papers when applying for special consideration.

1% Reserved for more minor problems:

- noise during examination which is more than momentary;
- illness of another learner which leads to disruption in the examination room;
- stress or anxiety for which medication has been prescribed;
- minor ailments;
- headache;
- minor upset arising from administrative problems, such as wrong time allocated.

0% The application was reviewed but the addition of marks was deemed inappropriate.