

Reasonable Adjustments and Special Considerations Policy

What is its purpose?

This policy outlines ted Learning Group's commitment to ensuring that reasonable adjustments are applied, and special considerations provided on all assessed courses where necessary to allow all learners equal opportunity to complete their course, ensuring that all learners are given a fair learning and assessment process.

Why is it important to us?

This policy demonstrates commitment to our legal obligation as an education provider to ensure all learners are treated fairly and not discriminated against.

Why is it important to our clients and learners?

This policy gives our clients and learners assurance that all learners undertaking assessed learning with us are given equal opportunity to achieve, with reasonable adjustments made and special considerations provided to ensure this.

Who within the organisation does it apply to?

All employees of ted Learning group including Associate employees and Sub-Contractors / Third Party employees.

When will it be effective from?

January 2020

What are our responsibilities and accountabilities?

What is a reasonable adjustment?

- A reasonable adjustment relates to any actions that help to reduce the effect of a disability or learning need, which may place the learner at a disadvantage during the delivery of a qualification or an assessment. They are applied to an assessment process for a qualification to enable a learner with a disability or learning need to demonstrate their knowledge, skills and understanding without disadvantage.
- 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.

What are special considerations?

- Special consideration is a post-assessment adjustment to the marks of a learner's assessed work 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.

Types of reasonable adjustment available & principles of granting reasonable adjustments:

- Adjustments to the assessment process will typically be made in the following circumstances:
 - Learners with a physical, sensory or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.
 - A learner is defined as disabled under the Equality Act 2010.
- Under Equality Legislation, learners who require reasonable adjustments made to their assessments are deemed to have such an impairment if they can show that the condition:
 - is more than minor or trivial.
 - has an effect that has lasted or is likely to last for at least twelve months.
 - affects everyday things like eating, washing, walking and going shopping.
- Types of reasonable adjustment may include (but are not limited to):
 - *Modified enlarged manuals or assessment papers* (for learners with a visual impairment where enlarged text would allow them access to fair delivery and assessment).
 - *Extension to assessment time* (not applicable to practical skills performance. Up to 25% extra time is permitted for assessment papers or assignment deadlines where the learner has learning difficulties which are supported by an assessment report confirming the need for additional time adjustments)
 - *Use of a reader* (for learners whose reading skills have been tested and defined as requiring a reader adjustment due to a disability or learning need (including where English is a second language). The reader may be provided by ted Learning Group or the learner's employer. The reader must not be the course trainer, assessor, relative, friend or peer to the learner. The reader must only read the text, / questions / brief, they must not explain or clarify. They may, if required, repeat instructions given, read back what has been written by the learner, or give the spelling of a word in the text).
 - Use of a scribe (for learners whose written skills have been tested and defined as requiring a scribe due to a disability or learning need. The scribe may be provided by ted Learning Group or the learner's employer. The scribe must not be the course trainer, assessor, relative, friend or peer to the learner. The scribe must write the learner's dictated answers to the text / questions / brief. A permitted alternative would be the use of computer software which produces a hard copy of the learner's dictated speech).
 - Use of a sign interpreter (for learners who communicate using sign language. The interpreter may be provided by ted Learning or the learner's employer. The interpreter must not be the course trainer, assessor, relative, friend or peer to the learner. The interpreter must only sign the text / questions / brief, they must not explain or clarify. They may, if required, repeat instructions given. Learners are permitted to sign their answers for interpretation in a practical skills assessment where required).
- ted Learning Group will require notice of all adjustment requirements, using the procedure detailed below, prior to any assessment date or deadline.
- ted Learning Group will support our centres to make reasonable adjustments by ensuring the following principles apply:
 - Reasonable adjustments granted provide learners with the opportunity to demonstrate their knowledge, skills and behaviours.

- The reasonable adjustment requested compensates for any disadvantage imposed by the disability or learning need, but does not disadvantage others.
- Certificates issued do not mislead anyone regarding the learner's achievement.
- The assessment process is valid, reliable and fair.
- Requests for reasonable adjustments may be rejected if:
 - The requested adjustment invalidates the assessment requirements.
 - The content / delivery of the chosen course would prevent the learner from fulfilling a major section of the course which would therefore affect the assessment requirements.
 - The requested adjustment would give the learner an unfair advantage compared to other learners not in receipt of the adjustment.

Types of special considerations applicable & principles of granting special considerations:

- Special considerations will typically be given in the following circumstances:
 - Learners have attended the course for the appropriate amount of guided learning hours and have been fully prepared by the trainer to complete the assessment, but their performance in the assessment is affected by adverse circumstances beyond their control.
- Situations where special considerations will be given may include (but are not limited to):
 - Illness, injury or serious accident
 - An event out of the learner's control which has / is likely to have an impact on their ability to fully demonstrate their levels of attainment (i.e. close bereavement, significant change in personal circumstances etc)
 - Where the learner's assessment (i.e. exam) is interrupted by a fire alarm or other unforeseen circumstances
 - Where the learner's assessment venue is evacuated or there are significant disturbances during the assessment.
- Types of special considerations available include (but are not limited to):
 - *An extension* to the assessment deadline
 - *Additional time* in an exam
 - *A different method of assessment* where the occurrence of the unexpected situation has resulted in the learner not being able to fulfil the expectations of the original assessment set.
- ted Learning Group will support our centres to give special considerations by ensuring the following principles apply:
 - Any special considerations granted must treat all learners fairly.
 - Learners are still required to fully meet the assessment requirements.
 - Assessment must still be valid, reliable and fair.
 - Assessment requirements as set out in the qualification specification must not be invalidated by the special considerations given.
 - The learner should not be given an unfair advantage, nor should an employer / provider / awarding body be misled regarding the learner's achievements for certification.
 - The learner's results must reflect the achievement in assessment, not their 'potential' ability.

- If special considerations are granted, this may result in a post-assessment adjustment to the marks of the learner. This adjustment will depend on the procedures of the awarding body, the circumstances, and reflect the difficulty faced by the learner.

Procedure to request a reasonable adjustment or special consideration:

- Centre managers / administrators / trainers / assessors must endeavour to identify learner needs as soon as possible (as part of the enrolment process) to request the appropriate adjustments are reviewed, once approved these can be implemented.
- 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 the course content and not just the assessment. Requests for reasonable adjustments should ideally therefore be submitted to ted Learning Group prior to the course starting. If the requested adjustment relates to a specific assessment brief / exam then a minimum of 14 working days notice prior to the deadline / exam date is required. All arrangements for adjustments must be approved by ted Learning Group before being implemented.
- Reasonable Adjustments requests should be made via the completion of the ted Learning Group Reasonable Adjustments Request form or Special Considerations Request form as relevant.
- When completed, the form should be sent, with attached evidence, to the Group People & Learning Director.
- All requests for reasonable adjustments and special considerations will be reviewed on an individual basis and all the information received will be considered.
- Centre managers / administrators / trainers / 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.

Right to Appeal

Learners have the right to appeal against our decision to decline a request for reasonable adjustment or special consideration. In this instance please refer to the ted Learning Group Appeals policy.

Sources of further knowledge to support understanding and personal development

<https://www.gov.uk/guidance/equality-act-2010-guidance>

Related documents and procedures

ted Learning Group Reasonable Adjustments Request form

ted Learning Group Special Considerations Request form



Governance

The ted Learning Group Board have overall responsibility for the implementation of this policy.

Impact and effectiveness

The Group People & Learning Director is responsible for the management and monitoring of effectiveness of this policy.