



## **REASONABLE ADJUSTMENTS & SPECIAL CONSIDERATIONS**

Version	6
Effective Date	Nov 2014
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Next Review	Dec 2024

<b>Title</b>	<b>Reasonable Adjustments &amp; Special Considerations</b>			<b>Ref. No</b>	
<b>Approved by</b>	<b>R Ingram</b>	<b>Date</b>	<b>18/12/2023</b>	<b>Issue</b>	<b>6</b>

## Summary of Changes

Ser	Issue	Date	Summary of changes
1	6	18/12/23	Addition of this changes summary table
2			

MKC TRAINING will ensure that all learners have access to assessment; in some cases this may require the implementation of Reasonable Adjustments or take into consideration any special circumstances. We will apply reasonable adjustment & special consideration in line with JCQ policy, Awarding Organisation guidance and RSME Training Policy. A summary of the process is show in flow chart format at Annex A.

### 1. Definitions

**Reasonable Adjustments** can be defined as; any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation.

**Special Considerations** may arise following a scheduled assessment of a trainee:

- Who is present for the assessment but who may have been disadvantaged by temporary illness, injury or adverse circumstances which arose at or near the time of assessment
- Who misses part of the assessment due to circumstances outside their control

### 2. Responsibilities

#### 2.1 Programme Managers / leads

- Ensure that this Access to Assessment statement is communicated to all staff and that the statement is reviewed annually in line with other policy statements.
- Communicate Access to Assessment arrangements to all trainees during their initial induction and throughout the course where the need arises.
- Identify, through the initial assessment process, any trainees that may have difficulty in accessing assessment.
- Identify, in partnership with the MKC TRAINING Learning Support Coordinator, appropriate adjustments.
- Seek approval from the relevant Awarding Organisation (AO) for the adjustments or special considerations, applying the relevant AOs rules.
- Implement the adjustment, monitoring the success through assessment outcomes and trainee feedback.

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- Maintain records of all reasonable adjustments or special considerations in the Programme Area centre file.

### 2.3 Learning Support Coordinator

- On notification of a trainee requiring reasonable adjustments, arrange for an assessment of the trainee's individual requirements to support the case for reasonable adjustments.
- Produce appropriate supporting evidence to meet the reasonable adjustments / special arrangements requirements of the relevant Awarding Organisation.

## 3. Guidance on making reasonable adjustments

### 3.1 Adjustments to assessments:

- Should not invalidate the assessment requirements of the qualification
- Should not give the learner an unfair advantage over others
- Should be consistent with the learner's usual way of working
- Should be based on the learner's individual needs
- Must be supported by sufficient, valid and reliable evidence

### 3.2 Reasonable Adjustments may include:

- Changes to assessment conditions, such as, extra time, changes to the assessment room
- Use of mechanical, electronic and technological aids, such as coloured overlays or assistive technology
- Modifications to presentation of assessment material, such as, enlarged format or coloured paper
- Alternative ways of presenting learner responses, such as, ICT
- Use of access facilitators, such as, Reader, Scribe

## 4. References

IQA1 – IQA Policy and Process

MKC Training Reasonable Adjustments and Special Considerations Policy

Disability Discrimination Act 1995

Equality Act 2010

JCQ - [Access Arrangements, Reasonable Adjustments and Special Consideration - JCQ Joint Council for Qualifications](#)

Awarding Organisation specific requirements

RSME Training Policy:

HQ RSME- SPECIFIC LEARNING DIFFICULTIES (SPLD) POLICY

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### ANNEX A

#### Additional Learning Support (ALS) and Special Exam Access Arrangements (SEAA) for SUTs with SpLD or who want to brush up their English / Maths / Study Skills

