



Reasonable Adjustments and Special Considerations Policy

Introduction

The Excellent Performance Team aims to ensure that assessment is fair for all learners. The Excellent Performance Team will follow the guidelines laid out by relevant awarding organisation.

What are Reasonable Adjustments?

Reasonable adjustments are implemented **prior to the start of a qualification** where a learner is deemed to be at a significant disadvantage to another learner due to disability. Any adjustment is not intended to give the learner an unfair advantage, but to provide all learners with access to a level playing field in which to demonstrate their skills, knowledge and understanding to the levels required by the qualification, without compromising the qualification assessment criteria or outcomes.

What are Special Considerations?

Special considerations may be given following an assessment to ensure that a learner with a temporary illness, injury or indisposition at the time of assessment is given some recognition of the difficulty they have faced, which has affected the learner's ability to take the assessment or demonstrate their attainment in an assessment. Any special consideration granted cannot take away the difficulty the learner has faced and can only be a relatively minor adjustment to ensure that the integrity of the standard is not compromised.

It should be noted that where learners are required to demonstrate practical competence, or fully meet criteria or wish to gain a qualification that confers a License to Practice (eg Pool Lifeguard) it may not be possible to apply special considerations.

General Principles for Reasonable Adjustments:

- Reasonable adjustments are arrangements that are approved before the assessment to enable learners who might not otherwise be able to do so, to demonstrate their level of understanding and/or competence.
- Reasonable adjustments are available for learners who have a range of difficulties for example speech impairment, a physical impairment, a visual impairment, a hearing impairment, learning difficulties and/or disabilities, or whose first language is not English.
- The overall permission for granting reasonable adjustments rests with The Excellent Performance Team. The learner's individual needs will determine the nature of the adjustment decision.
- Reasonable adjustments must not give the learner an unfair advantage over other learners.
- Reasonable adjustments must not compromise the quality, integrity and validity of the qualification.



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General Principles for Reasonable Adjustments continued:

- Failure to comply with the regulations contained in this guidance paper may lead to a learner's results being invalidated and certification withheld.
- In exceptional circumstances an endorsement will be made on the certificate.
- Any additional cost related to the organisation and implementation of reasonable adjustments may lead to additional charges.
- The learner has a responsibility to raise issues related to reasonable adjustments before a course / learning programme commences or as soon in the course as the need for such adjustments are identified. The Excellent Performance Teams application form asks for details of any reasonable adjustments/additional needs and encourages learners to identify any known difficulties that may fall within the scope of this policy.

Reasonable Adjustments for On Course Assessments

On course assessment refers to any assessment tasks or activities including practical teaching/coaching required to show that the stated outcomes for the qualification have been met. The Excellent Performance Team in conjunction with its staff may make reasonable adjustments to the on-course assessment of learners in the following circumstances: -

- Learners who have dyslexia
- Learners who require help with reading
- Learners whose first language is not English
- Learners who have a physical, visual, speech or hearing impairment
- Learners who have a learning disability or difficulty

The overriding consideration in granting adjustments must be the safety of the learners and the participants in their charge and this must not be compromised. In addition, all learners will be required to meet the criteria identified in the course syllabus, but may do so in a manner suited to their particular needs.

Note that it is the responsibility of the learner to make The Excellent Performance Team aware of their needs as far in advance of the course / study programme as possible. Failure to offer this information in advance of the course may result in provision being limited or unavailable.



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- It is the learner's responsibility to apply for special consideration
- Applications for special consideration must be made to the Key Contact no more than 5 days after the assessment date detailing:
 - Learner name and contact details
 - Course attended and dates
 - Nature/details of request
 - Any supporting documents
- The application will be forwarded to the relevant awarding organisation for consideration.
- The results of the application will usually be available within 10 days of receipt by the awarding body.
- It is important to note that a successful application for Special Considerations will not necessarily alter the result of the assessment

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