

Policy and Procedures for Reasonable Adjustments and Special Consideration

Overview

As an approved awarding organisation, ASDAN has confirmed with the regulatory authorities that it has adopted the principles outlined in:

- General/Standard Conditions of Recognition
- Equality Act 2010

This document defines the terms **Reasonable Adjustments** and **Special Consideration** and identifies the context of particular assessment requirements and the procedures for making applications. ASDAN provides application forms and additional guidance on permitted adjustments for centres.

Further detail as to the application of reasonable adjustments and special consideration in vocational qualifications is provided by the Federation of Awarding Bodies (FAB) and sets out to explain the range and requirements of centres requesting reasonable adjustments and special consideration. It is available on the ASDAN website: <https://members.asdan.org.uk/policies-and-regulations>

Definitions

A **reasonable adjustment** is any action which helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation. All adjustments will be consistent with the candidate's normal way of working and will not give the candidate an unfair advantage over other candidates. Reasonable adjustments are approved and put in place before the assessment activity takes place.

The term **special consideration** applies post-assessment, and may be applied for candidates who suffer temporary illness, injury or indisposition at the time of assessment. It may not be considered at all if alternative assessment arrangements can be made.

Candidates cannot enter a plea for special considerations for assessment solely on the grounds of disability or learning difficulty, and must declare their needs prior to the assessment period. All necessary reasonable adjustments arrangements must have been implemented before the time of the assessment.

If the assessment is marked, special consideration may result in a minor adjustment to a mark, but without affecting the overall standard required. Any adjustment made will be small (no more than 5% of the total marks available). The size of the adjustment will depend on circumstances and will reflect the difficulty faced by the candidate or the reason for the special consideration request.

Special consideration should not give the candidate an unfair advantage. The candidate's result must reflect his or her achievement in the assessment and not necessarily his or her potential ability.

N.B. Where an assessment requires a criterion or standard to be met fully, **it may not be** possible to apply special consideration. It may be more appropriate to offer the candidate the opportunity to take the assessment at a later date. In all cases, where applicable, unit certification is available.

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There may be other instances where centres may feel it appropriate to request special consideration. In all cases, centres are required to put that request in writing to qualifications@asdan.org.uk. Each request will be judged on a case by case basis.

All candidates, regardless of their special consideration must still meet the minimum requirement for the award of a certificate.

Procedures

The following procedures apply to **Reasonable Adjustments**:

1. Particular assessment requirements are identified within a centre and reference is made to ASDAN's **Reasonable Adjustments Guidance**. Following internal consideration a decision is made **either** that an application is made to the awarding body **or** that the centre will allow access arrangements (depending on the nature of the adjustment required).
2. Applications are made in writing to qualifications@asdan.org.uk using copies of the forms provided (downloadable from the ASDAN Website as appropriate), together with relevant supporting evidence. Applications must be sent as early as possible and no later than 10 working days prior to the external moderation.
3. Once received by ASDAN details are recorded on a pro forma and, if necessary, acknowledgement sent in writing within 5 working days. Where a formal notification is issued by ASDAN, this should be inserted at the front of the portfolio prior to moderation.
4. If necessary, the application is discussed with the Head of Qualifications and Quality and appropriate other senior staff (e.g. Principal Moderators) and raised as a standing item on the QA Managers' meeting agenda.
5. Centres and/or other relevant persons are informed of the decision in writing within one week of the request.
6. If the decision is not straightforward and cannot be made without further consultation, advice is sought from other bodies e.g. Ofqual and/or other regulatory bodies. In the event of continued consultation acknowledgement is sent to relevant parties. Centres are informed of final decisions in writing as soon as possible.
7. The Compliance Manager ensures that relevant candidates are included in the moderation sample, and notifies the relevant External Quality Assurer of any reasonable adjustment, to ensure requirements have been met by the centre.
8. The whole process is monitored through pro forma, as a standing item on the QA Managers' meeting agenda, and reported as part of the annual self- evaluation process.

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9. ASDAN will provide reports on data and information on access arrangements to the regulatory bodies on request.
10. Details of access arrangements requested are saved and all information relating to this is recorded on the relevant pro forma and retained for monitoring purposes.

The following procedures apply to **Special Consideration**:

1. The need for special consideration is identified within a centre. Following internal consideration a decision is made that an application should be made to the awarding body.
2. Applications are made in writing to qualifications@asdan.org.uk using copies of the forms provided on the ASDAN website, together with supporting evidence. Applications must be sent as early as possible following the event, and at the latest two weeks after the moderation.
3. Once received by ASDAN details are recorded on a pro forma and, if necessary, acknowledgement sent within 5 working days.
4. If necessary, the application is discussed with the Head of Qualifications and Quality and appropriate other senior staff (e.g. Principal Moderators) and raised as a standing item on the QA Managers' meeting agenda. Centres and/or other relevant persons are informed of the decision in writing within two weeks of the request. All information is recorded on pro forma.
5. If the decision is not straightforward and cannot be made without further consultation, advice is sought from other bodies e.g. Ofqual and/or other regulatory bodies. In the event of continued consultation acknowledgement is sent to relevant parties. Centres are informed of final decisions in writing as soon as possible.
6. The whole process is monitored through pro forma, as a standing item on the QA Managers' meeting agenda, and reported as part of the annual self-evaluation process.
7. ASDAN will provide reports on data and information on special consideration to the regulatory bodies on request.

Details of special consideration are saved. All information relevant to this is recorded on the relevant pro forma and retained for monitoring.