

# **Reasonable Adjustments and Special Considerations Policy and Procedure**

## **Introduction**

Summit Qualifications UK aims to provide fair access to assessment for all Learners on qualification-based programmes.

This policy applies to all qualification-based programmes including Apprenticeship EPAs offered by Summit Qualifications UK.

## **Reasonable Adjustments**

Learners may be identified (in the Summit learner registration form) as having assessment requirements in relation to, for example, learning difficulties, a visual or hearing impairment, or where English is not their first language. This means that they may need appropriate support with their learning and development to help them meet the required standards, such as:

- Help with communication and number skills
- Adapted equipment and physical environment
- Special information technology
- Confidence building.

Assessment must be available to all those who have the potential to achieve the standard required for a qualification. To achieve this some Learners may need access to alternative means of providing evidence and/or be provided with additional support.

Care needs to be taken that any proposed alternative assessment methods are of equal quality, rigour and equivalent to those normally provided for the qualification to demonstrate that the Learner can achieve the required standard. This requirement is in place to protect the integrity of assessment and the qualification.

A reasonable adjustment is any action or tool that is applied to help reduce down the effect of a disability or difficulty that places the Learner at a substantial disadvantage in the assessment situation. It is made to an assessment for a qualification to enable a disadvantaged learner to



demonstrate their knowledge, skills and understanding at the level of attainment required by the specification for that qualification.

Reasonable adjustments will not be approved where they:

- **Involve unreasonable costs**
- **Involve unreasonable time-frames**
- **Affect the security or integrity of the assessment**

This is due to the adjustment not being considered 'reasonable'.

Summit Qualifications UK approve of the following reasonable adjustments, as standard:

- Use of coloured overlays for dyslexic Learners
- Use of a word processor for written work
- Additional time
- Braille or modified papers
- Use of a reader or scribe.

### **Centre Responsibilities in applying for reasonable adjustments**

Centres must always check the qualification specification and associated assessment guidance for any minimum standards that must be met on assessment. Centre staff must be aware that sometimes Learners may not be able to meet the criteria for some qualifications, where an adjustment is dis-allowed.

Centres must take all reasonable steps to identify and support any special assessment needs well before the Learner takes an assessment.

The Centre must apply to Summit Qualifications UK for a reasonable adjustment for a Learner using the simple online Summit application form at least 30 working days before the assessment, or longer where the Centre wishes Summit Qualifications UK to supply a braille or a modified version of a paper, for example. In making this application the Centre will need to provide supporting evidence (uploaded to the online Summit application form) of the Learner's disability or difficulty, this evidence may be a report or letter from an appropriate professional such as a medical doctor, optometrist, educational psychologist or someone who holds a special needs teacher qualification or specialist teacher. It is recommended that the Centre speaks to Summit Qualifications UK in advance to discuss what they need to submit.



Summit Qualifications UK will acknowledge applications within 5 working days and provide a decision or request for further information within 15 working days of the date of the acknowledgment. If additional information is requested by Summit Qualifications UK its decision will be 15 days after receipt of satisfactory information.

Please use the online Summit Reasonable Adjustments application form to seek approval. Centres must also ensure that the Learner is involved in and agrees to the application and sharing of their information.

## **Special Consideration**

A special consideration is a change to a Learner's assessment outcome, mark or grade that is made as a result of the Learner experiencing temporary injury, illness, health or a well-being problem at the time of the assessment.

Examples of special considerations:

- Interruption during assessment e.g., fire alarm, unauthorised third person entering examination room
- Terminal illness
- Recent bereavement of member of immediate family
- Incapacity
- Recent traumatic experience
- Flare up of severe congenital illness such as epilepsy, diabetes or asthma.

## **Centre Responsibilities in applying for special considerations**

Summit Qualifications UK will look at each special consideration application on its own merits. The application will require written evidence in support of the application, for example provided by a medical doctor or consultant. Please use the simple online Summit Reasonable Adjustments & Special Considerations application form to apply for a special consideration.

Applications for special consideration must be made within 5 days of the assessment having taken place. Summit Qualifications UK will acknowledge applications within 5 working days and provide a decision or request for further information within 15 working days of the date of the acknowledgment. If additional information is requested by Summit Qualifications UK its decision will be 15 days after receipt of satisfactory information.



Centres must also ensure that the Learner is involved in and agrees to the application and sharing of their information.

### **Summit Qualifications UK responsibility for making decisions on reasonable adjustments and special considerations**

The AO Manager or Quality Manager will receive, consider and decide upon all applications for Reasonable Adjustments or Special Considerations.

In all cases an appeal may be made against Reasonable Adjustments or Special Consideration decisions.

Training Providers/Centres must keep records of Reasonable Adjustments or Special Consideration they have allowed. These records should be kept for 3 years following the assessment to which they relate in order that Summit Qualifications UK can monitor the effectiveness of the Reasonable Adjustments or Special Considerations that have been made.