



Reasonable Adjustments: Access Arrangements & Special Consideration Policy

April 2021 v2

Introduction

This policy is aimed at Training Providers, Employers, External Assurers and the assessment team. It is also for use by our staff to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner

This policy outlines:

- Marshall Assessment's arrangements for making reasonable adjustments and giving special consideration in relation to End Point Assessments
- How learners qualify for reasonable adjustments and special consideration
- The reasonable adjustments we permit and those where permission is required in advance before they are applied.
- What special consideration can be given to learners

Responsibility

It is important that staff involved in the management, assessment and quality assurance of End Point Assessments are fully aware of the contents of the policy and are able to advise Training Providers, Employers and apprentices appropriately.

Review arrangements

Marshall Assessment will review the policy annually as part of its self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback, changes in our practices, requirements from regulators, or changes in legislation.

Arrangements not covered by this policy

Circumstances for any assessment not covered in this policy should be discussed with Marshall before assessment takes place.

Appeals

If a learner wishes to appeal against a decision to decline requests for reasonable adjustments or special consideration arrangements, reference should be made to the Marshall Assessment Appeals Policy.

Policy overview

In order to comply with equalities law, Marshall Assessment must have in place clear arrangements to make reasonable adjustments in relation to its assessments so that a disabled learner is able to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the Standard. In addition, Marshall Assessment is required to give special consideration to a learner

who has temporarily experienced illness, injury or some other event outside their control which may affect the outcome of an assessment.

Reasonable adjustments or special consideration may therefore be required at the time of assessment where:

- learners have a permanent disability or specific learning need
- learners have a temporary disability, medical condition or learning need
- learners are indisposed at the time of the assessment.

The provision for reasonable adjustments and special consideration is made to ensure that learners receive recognition of their achievement so long as the comparability, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessment easier for learners, nor advantages to give learners a head start. For advice on permitted reasonable adjustments, please see Appendix 1.

Definition of reasonable adjustments

A reasonable adjustment is 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. It is made to an assessment to enable a learner to demonstrate his or her knowledge, skills and understanding of the levels of attainment required.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille or providing assistance during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic learner
- using assistive technology, such as screen reading or voice activated software
- copying to different coloured paper for paper-based assessments
- providing and allowing different coloured transparencies with which to view assessment papers.

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the apprentice access to the assessment. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work.

Marshall Assessment will do what is 'reasonable' in terms of giving access to assessment. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment.

Where evidence is produced in braille or signed onto video, it is the Training Provider's/Employer's responsibility to ensure that a person who is suitably qualified in braille or sign language, is available to translate the material for the External Assurer if this is required.

Definition of special consideration

Special consideration can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment.

For example, special consideration could apply to a learner who had temporarily experienced:

- an illness or injury
- some other event outside of their control

and which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

If the application for special consideration is successful, the learner's performance will be reviewed in the light of available evidence.

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

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner, but not necessarily so. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

It should be noted that:

- where an assessment requires the learner to demonstrate practical competence or where criteria have to be met fully, it may not be possible to apply special consideration.
- in some circumstances, it may be more appropriate to offer the learner an opportunity to take the assessment at a later date.

Process for requesting consideration

If a Training Provider or employer is making a request to Marshall Assessment on behalf of their learners, they should do so in writing using the Special Considerations form (appendix 1).

Process for requesting reasonable adjustments and/or special consideration

If a Training Provider or employer is making a request to Marshall Assessment on behalf of their learners, they should do so in writing using the Application for Reasonable Adjustments & Access Arrangements form (appendix 3). Supporting information, for example medical evidence, full report from the qualified access arrangements assessor or a statement from employer will be requested.

Requests for reasonable adjustments should be submitted no later than 30 working days before the assessment is due to take place.

Requests for special consideration should be submitted as soon as possible but no more than 5 working days after the assessment.

How Marshall Assessment will deal with requests

We will acknowledge all requests within 2 working days of receipt. The request will then be evaluated with the aim of a decision being given within 5 working days. Some requests for reasonable adjustments may take longer to evaluate, particularly if specialist advice is required. If we are unable to respond in this timeframe an estimated response date will be provided.

Appendix 1 – Application for Special Considerations Form

This form should be used to request Special Considerations for the candidate.

Application for Special Considerations

Special Consideration is a post examination adjustment to a candidate’s mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment. Please state on the form the precise nature of the adverse circumstances affecting the candidate, including in the appropriate boxes, the date when the circumstances first began to affect the candidate and whether this will continue during the EPA.

In cases where medical/psychological evidence is available, please ensure that this is securely attached to the form.

Please fill in the details required in the table for which an application is made specifying the EPA component(s) affected.

Candidate Name:		Candidate ULN:	
Employer Name:		Apprenticeship code:	

Training Provider:		Contact Details:	
EPA Date:	Click or tap to enter a date.	EPA Location:	

Date problem began:	Click or tap to enter a date.	Is problem continuing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please summarise adverse circumstances affecting EPA component.				
Current medical/psychological evidence is attached:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Declaration: I am satisfied that the information provided is accurate and fully support the application.				
Training Provider Representative		Date:	Click or tap to enter a date.	
Name (Please Print)				
Signature				

For Office use:

Appendix 2 – Reasonable adjustments permissions table

This table outlines some of the decisions on reasonable adjustments that can be made.

However, Training Providers / Employers should seek advice from Marshall Assessment in any case where they are in doubt if an adjustment is needed or how it should be applied.

Reasonable adjustment

Extra time up to 25%
Supervised rest breaks
Separate accommodation within the centre
Use of visual aids
Use of assistive software
Assessment material in enlarged format
Change in the organisation of assessment room
Taking the assessment at an alternative venue
Use of bilingual and bilingual translation dictionaries
Assessment material in Braille
Language modified assessment material
Assessment material in BSL
Assessment material on coloured paper
Assessment material in audio format
Use of ICT
Responses using electronic devices
Responses in BSL
Responses in Braille
Reader
Scribe
BSL/English interpreter
Prompter
Practical assistant

Appendix 3 – Application for Reasonable Adjustments & Access Arrangements form

Application for Reasonable Adjustments / Access Arrangements form

This form must be used to collate the evidence and must be kept on file by the Training Provider by the SENCo for inspection purposes. The SENCo, or the access arrangements assessor working within the Training Provider must complete this form.

Candidate Name:		Candidate ULN:	
Employer Name:		Apprenticeship Code:	

Training Provider		Contact Details	
EPA Date:	Click or tap to enter a date.	EPA Location	

Part 1:

If the candidate has previously been granted reasonable adjustments or access arrangements by an awarding body, please specify.

What is the candidate's history of difficulties?

What are the candidate's current difficulties with tests and assessments?

What support and adjustments were in place for the candidate during on-programme assessments?

Part 2:

Has the candidate been assessed by a qualified SENCo or Access Arrangement Assessor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If the candidate has been assessed the Training Provider will need to include the full report with this completed form to allow Marshall Assessment to consider alterations to the End Point Assessment. A summary of the findings should be included below:

Summary of findings and requested alterations to EPA:		
Declaration: I am satisfied that the information provided is accurate and fully support the application.		
Training Provider Representative	Date:	Click or tap to enter a date.
Name (Please Print)		
Signature		

Marshall Assessment Use Only:

Notes:		
Marshall Assessment Representative	Date:	Click or tap to enter a date.
Name (Please Print)		
Signature		