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## Reasonable Adjustment and Special Consideration Policy

In accordance with the Equality and Diversity Policy, BSL First aims to facilitate open access to all of its programmes for learners who are eligible for reasonable adjustment and/or special consideration in assessments or examinations. These reasonable adjustments must not compromise the assessment of the skills, knowledge or understanding of the competence being measured.

### Reasonable Adjustment

This is agreed at the initial assessment or interview stage and is any action that helps to reduce the effect of a disability or difficulty, which places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments must not, however, affect the reliability or validity of assessment outcomes, nor must they give the learner an assessment advantage over other learners undertaking the same or similar assessments.

A reasonable adjustment helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the validity or reliability of assessment outcomes, but may involve:

- Changing usual assessment arrangements
- Adapting assessment materials
- Providing assistance during assessment
- Re-organising the assessment physical environment
- Changing or adapting the assessment method

Reasonable adjustments must be approved (internally or externally) and set in place prior to assessment commencing. It is an arrangement to give a learner access to a qualification.

The work produced following a reasonable adjustment must be assessed in the same way as the work from other learners.

### Examples of Reasonable Adjustments

Below are examples of reasonable adjustment. It is important to note that not all adjustments described below will be reasonable, permissible or practical in particular situations. The learner may not need, nor be allowed, the same adjustment for all assessments. A reasonable adjustment must never affect the validity or reliability of assessment, influence the outcome of assessment or give the learner(s) in question an unfair assessment advantage.

- Changes to assessment conditions
- Modification to the presentation of assessment material
- Alternative ways of presenting responses
- Allowing extra time, e.g. assignment extensions
- Using a different assessment location
- Use of coloured overlays,
- Assessment material in large format
- Assessment material on coloured paper
- Language-modified assessment material
- British Sign Language (BSL)

## Requesting Reasonable Adjustment

Reasonable adjustments are approved before an assessment and are intended to allow attainment to be demonstrated.

A learner does not have to be disabled (as defined by the Equality Act 2010) to qualify for reasonable adjustment; nor will every learner who is disabled be entitled to reasonable adjustment.

Allowing reasonable adjustment is dependent upon how it will facilitate access for the learner.

A reasonable adjustment is intended to allow access to assessment but can only be granted where the adjustment does not affect the validity or reliability of the assessment given the learner(s) in question; provide an unfair advantage over other learners taking the same or similar assessment; or influence the final outcome of the assessment decision.

It is the responsibility of the learner and/or the relevant teaching staff to inform the course administrator of any application or request for reasonable adjustment.

It is at the discretion of BSL First management as to whether or not a reasonable adjustment will be awarded.

## Special Considerations

This is a post-assessment or post-examination allowance to reflect temporary illness, injury or indisposition that occurred at the time of assessment. Any special consideration granted cannot remove the difficulty the learner faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised.

A special consideration is a consideration given following a period of assessment for a learner who was prepared for and present at an assessment but who may have been disadvantaged by temporary illness, injury or any acceptable extenuating circumstances, as set out in the Extenuating Circumstances Policy, that have arisen at or near to the time of assessment misses part of the assessment due to circumstances outside their control.

A learner will **not** be eligible for special consideration if no evidence is supplied that the learner has been affected at the time of the assessment by a particular condition, any part of the assessment is missed due to personal arrangements including holidays, or unauthorised absence or any unacceptable extenuating circumstances, as set out in the Extenuating Circumstances Policy.

The following are examples of circumstances that might be eligible for special consideration (this list is not exhaustive):

- Terminal illness of the learner
- Terminal illness of a parent
- Recent bereavement of a member of the immediate family
- Serious and disruptive domestic crises leading to acute anxiety about the family
- Incapacitating illness of the learner
- Severe car accident

- Recent traumatic experience such as death of a close friend or distant relative
- Flare-up of severe congenital conditions such as epilepsy, diabetes, severe asthmatic attack
- Recent domestic crisis recent physical assault trauma broken limb on the mend

**Requesting Special Consideration**

All requests for special considerations should be made to the course administrator. All requests must be made in either English or BSL. It is at the discretion of BSL First management as to whether or not special consideration will be awarded.