

Special Consideration and Reasonable Adjustment Policy and Procedure

Version V3.2

Special Consideration and Reasonable Adjustment Policy and Procedure

1. Purpose

The purpose of the policy is to provide learner of determination special consideration and make reasonable adjustments in circumstances which address and help to reduce the effect of a disability or difficulty which would substantially disadvantage a learner during an examination or assessment situation.

2. Definitions

Abbreviations and Acronyms

UKCBC UK College of Business and Computing

Terms

Special consideration

Special Considerations is a post-assessment allowance to reflect temporary illness, injury or indisposition that occurred at the time of assessment. Some examples are:

- incapacitating illness of the learner
- terminal illness of the learner
- terminal illness of a parent
- disabilities such as visual impairment, hearing impairment, physical, slow learner, autism etc.
- recent bereavement of a member of the immediate family
- serious and disruptive domestic crises leading to acute anxiety about the family
- 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 physical assault
- broken limb
- Covid and contagious diseases related restrictions

Reasonable adjustment

The term refers to an objectively reasonable and impartial belief, opinion or conclusion held with confidence, founded on appropriate professional knowledge, skills, abilities, qualifications, and competencies, after careful review, analysis and consideration of the relevant subject matter and all relevant facts and circumstances that were then known by, or reasonably available to, the person or party holding such belief, opinion, or conclusion

A reasonable adjustment granted by UKCBC will not remove the difficulty the learner faced at the time of assessment but it comes in a small adjustment to procedural requirements to ensure that the integrity of the assessment is not compromised. Reasonable adjustments will not be allowed to affect the reliability or validity of assessment outcomes. For example:

- Assessment material in British Sign Language
- Assessment material in large font
- Responses using electronic devices
- Supervised rest breaks
- Alternative assessment method
- Screen reader for reading documents
- Extra time

Disability

The word refers to any or all of the following:

1. Actual disability - An individual having physical or mental impairment that substantially limits his one or more major life activities;
2. Record of disability - An individual having a history or record of such impairments;
3. Regarded as disabled - An Individual who is regarded to have these impairments.

Physical impairments may include but not be limited to cerebral palsy, visual impairments, hearing impairments, muscular dystrophy. Similarly, mental impairments include but are not limited to mental illness, difficulties with learning, and developmental impairments. For the purpose of this definition, major life activities may include performing daily tasks such as eating, hearing, walking, seeing, bending, learning, speaking, etc.

3. Scope

This policy applies to:

- All students at UKCBC
- UKCBC Assessors
- Department Programme Leaders
- Student services

The following are affected by this policy:

- All students at UKCBC
- UKCBC Assessors
- Department Programme Leaders
- Student services

The following must understand this policy:

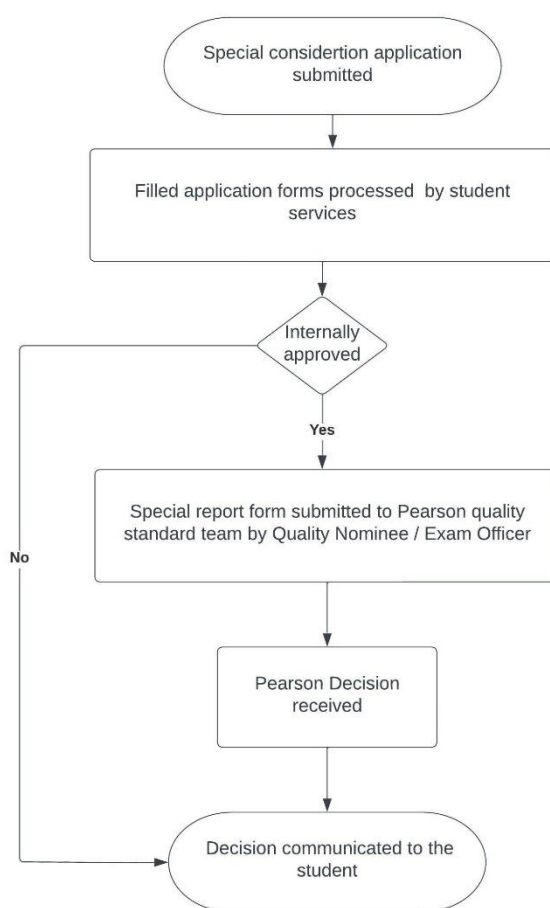
- All students at UKCBC
- UKCBC Administration
- UKCBC Assessors
- UKCBC Programme Advisers
- Department Programme Leaders
- Student services

The Academic Dean has the ultimate executive responsibility for the effective development and implementation of this policy.

4. Policy Statement

UKCBC will:

- identify learners having or likely to have difficulties accessing and executing assessment requirements
- advise learners to make any adjustment needs known to Centre staff at the earliest opportunity
- ensure Centre staff decide, in conjunction with the learner, what adjustment may be required
- take into consideration the learner's normal way of working and how previous assessment has been made during teaching when identifying the adjustment(s) necessary while ensuring that the assessment requirements of the qualification is not compromised while making adjustment
- document the request along with supporting evidence and rationale behind making appropriate adjustment for audit purposes



6. Procedure

UKCBC will:

1. inform learners of the special consideration policy and the appeal process at the time of induction
3. provide the appropriate application form which must be duly filled in by the learner and the same should be supported by relevant authentic evidence. Process the application forms and Student services team will check the authenticity of the documents
4. submits to the Pearson Quality Standards Team using:
Student Report Form (SRF) evidence to support the application such as a medical certificate, a doctor's letter, a statement from the invigilator (if relevant), or any other appropriate information.
5. the Quality Nominee/Exam officer will authorise all applications for special consideration. Applications will be submitted to the Quality Standards Team within seven days of the assessment having taken place.

6. liaise with the Pearson on the progress of the application and inform learner of Pearson's decision.

The Reasonable Adjustment Policy has been developed:

1. To help reduce the effects of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation without affecting the validity or reliability of assessment
2. To enable recognition of achievement from a range of activities using any appropriate assessment methodology.
3. To provide opportunities for learners who provide acceptable evidence for accrediting a unit, units or a whole qualification.
4. To give learners access to a qualification

In order to do this, UKCBC will:

1. agree prior to assessment arrangement , a small adjustment to the conduct of the assessment as approved by the Academic Dean
2. do minor changes in the usual assessment arrangements and conditions
3. adapt assessment materials including modification to the presentation of assessment material
4. provide assistance during assessment and allow alternative ways of presenting responses
5. re-organise the assessment physical environment and use of access facilitators
6. change or adapt the assessment method using assistive technology and use of mechanical and electronic aids
7. obtain Pearson's approval prior to assessment commencing
8. Examples of reasonable adjustments as defined by the above categories are:
 - a. Allowing extra time, e.g. assignment extensions
 - b. Using a different assessment location
 - c. Use of coloured overlays, low vision aids, CCTV
 - d. Use of assistive software Assessment material in large format or
 - e. Practical assistants/transcribers/promoters
 - f. Assessment material on coloured paper or in audio format
 - g. Language-modified assessment material British Sign Language (BSL)
 - h. Use of ICT/responses using electronic devices.
9. identify, where appropriate, the support that will be made available to the learner to facilitate access to the assessment
10. ensure that learners are aware of the range of options available, including any reasonable adjustments that may be necessary, to enable the demonstration of attainment across all required assessment
11. ensure that learners are aware of any restrictions on progression routes to the learner as a result of not achieving certain outcomes
12. ensure that reasonable adjustments are only made in line with this policy
13. record all reasonable adjustments made on form RA1
14. keep all RA1 forms on the appropriate learner's record make RA1 forms available to Pearson as required.

7. References

Title	Link
Quality Assurance Policy	
Assessment Policy	
QAA Quality Code	QAA Quality Code expectations B3 and B4
Application for special consideration	
Application of Reasonable Adjustment for BTEC Qualifications	

Forms are available in the link below.

<https://qualifications.pearson.com/en/support/support-topics/exams/special-requirements/special-consideration.html#:~:text=Special%20consideration%20is%20a%20post,the%20time%20of%20the%20examination.>

8. History of Versions

Version Number	Date	Link	Author	Comment or Reason for Modification
3.1	Dec 2017	Previous version	ND	Periodic review and update
3.2	Oct 2021	Previous version	ST	Transferred to new template
3.3	Aug 2022	Previous Version	ST	Added process flow chart