

Access to Fair Assessment, Special Consideration and Reasonable Adjustments Policy

Purpose

The aim of this policy is to set out the arrangements for any learner attending an EMD training programme to have access to fair assessment arrangements. This includes specific special considerations and any reasonable adjustments that may be required to meet the individual learners' needs, protect their interests and protect the integrity and quality of the programme of learning and assessment being undertaken.

Scope

This policy applies to all learners on EMD education and training programmes.

Responsibility and Authority

It is the responsibility of all teaching and learning staff, support staff and managers to ensure the policy is correctly applied. The Quality Improvement Manager has authority to confirm or refuse reasonable adjustment requests. All decisions and requests made for learners on accredited training programmes must be confirmed by the relevant awarding organisation.

Access to Fair Assessment

Every learner attending a course of learning at EMD UK CIC will be assessed fairly and non-discriminately. This means that:

- Assessment will assess what the learner knows, what they can understand and what skills they have
- For each programme of learning, each learner will be assessed against the same overall learning outcomes and assessment criteria.
- Assessments will be standardised across different teachers, assessors and classes to ensure that all learners have been judged against the same standards and that assessment decisions are fair, valid and reliable

In the event that any learner feels that an assessment decision has been made incorrectly or unfairly, they should refer to EMD's Appeals and Complaints policies.

Special Considerations and Reasonable Adjustments

In the interests of ensuring all learners receive access to fair assessment, EMD UK CIC acknowledges that in some instances, an individual learner may require additional support or special consideration relating to assessment decisions.

We may therefore arrange for 'special consideration' or a 'reasonable adjustment' to be made:

- To candidates who suffer temporary illness, injury or indisposition, be it emotional or physical, that may affect performance at the time of an assessment
- In the event that the results of a learner's examination paper is dispute
- To rearrange the time, date or location of an assessment or examination
- To provide any individual learner with additional resources, support or equipment they may need in order to have access to a fair assessment
- To protect the interests of all learners and the integrity of the training and associated qualification

In order to do this, EMD will:

- inform the learner of the Special Consideration and Reasonable Adjustments that may be applicable at induction, or at any review the learner may have with his or her teacher/assessor
- record, track and validate any special consideration and reasonable adjustment made
- forward details of the arrangement to the relevant awarding organisation when a learner considers that a decision continues to disadvantage her/him after the internal decision making process has been exhausted (see the Appeals policy and procedure)
- keep records for inspection by the awarding body for a minimum of 18 months
- follow the special consideration and reasonable adjustment procedure as stipulated by the awarding organisation
- take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an adjustment questions the validity of other results
- monitor the consideration and adjustment to inform quality improvement

In addition, if it is anticipated in advance that a learner's performance in the examination or in the production of coursework could be affected by additional learning needs or disability, a Reasonable Adjustment may be applied for, which may involve any or the following arrangements:

- Large print or Braille examination materials
- Coloured paper or overlays
- Extra time allocated for the assessment
- Hearing aids/hearing induction loops

- Extra time allocated for the examination
- Assessment materials printed on different coloured paper/in different coloured ink
- Extra time allocated for the examination
- The use of a scribe for written examinations or course work
- The use of a Reader, where additional details and instructions may be read out aloud to the learner during a formal examinations (where permissible by the relevant awarding body)
- The use of a translator or interpreter (where permissible by the relevant awarding body)
- Translations of assessment materials into another language (where permissible by the relevant awarding body)
- The use of BSL (British Sign Language)
- The use of any (English or bilingual) dictionaries (where permissible by the relevant awarding body)

Candidates may still decide to undertake a course of learning knowing they cannot fulfil the assessment requirements. In these situations a Certificate of Attendance may be issued.

Conditions for eligibility to Special Considerations and/or Reasonable Adjustments:

Learners must have attended the course for the appropriate amount of hours and have been fully prepared by the tutor to take the assessment, but if performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control, Special Consideration will be given to:

1. Temporary illness, or accident, or injury at the time of assessment, but not a long-term illness.
2. Being involved in an accident or assisting at the scene of an accident.
3. Bereavement of a family member, relative or close friend while participating on the course or at the time of assessment.
4. A domestic crisis at the time of assessment, such as a fire, or flood, but not moving house or taking holidays.
5. Serious disturbance during an examination, such as evacuation of the premises, or noisy/disruptive building work, but not mobile phones ringing.
6. Accidental events such as being given the wrong examination paper, being given a defective examination paper or the examination papers not arriving on time.
7. Failure of practical equipment, necessary for the assessment or examination to take place.
8. Failure by the course organiser or course tutor to implement previously agreed fair access to assessment.
9. If a situation arises where candidates have been prepared for the assessment but the wrong texts have been used (out of date manuals, other organisations manuals etc.), this will be investigated on a case-by-case basis with the objective of treating the learners fairly without compromising the relevance, reliability and comparability of the assessment.

Conditions of Eligibility specific to making a Reasonable Adjustment include (but are not limited to):

1. If the learner has a learning difficulty such as dyslexia

2. If the learner has a physical disability, such as vision or hearing impairment
3. If the learner has an on-going illness which causes temporary, but significant, restrictions on their ability to participate in assessment
4. If the learner has English as a second language or a poor level of literacy

Note:

Candidates **will not** be eligible for Special Consideration or a Reasonable Adjustment if performance in the assessment or examination or in the production of course work is affected by:

1. Committing a crime.
2. Consuming alcohol or any other non-prescribed drugs.
3. Failure to attend the prescribed sessions.
4. Misreading question paper instructions and answering the wrong questions.
5. Failure to request access to fair assessment in sufficient time

Related documents

- EMD – Appeals Policy and Procedure