

Derby Skillbuild

Special Consideration and Reasonable Adjustments Policy

Version	Author	Date issued	Review Date
1	Neal Brown Head of Operations	November 2020	September 2021

Aims:

- that any adjustment made will not compromise assessment validity or reliability affect the outcome of the assessment
- that any reasonable adjustment will be made in line with Edexcel policy
- that the learner's knowledge, skills and understanding will be appropriately assessed and the learner will be able to demonstrate the assessment criteria required by the specification following application of the reasonable adjustment.

Derby Skillbuild aims to facilitate open access to BTEC qualifications for learners who are eligible for reasonable adjustment and/or special consideration in assessments, without compromising the assessment of the skills, knowledge, understanding or competence being measured.

This will be achieved through:

- **Reasonable Adjustment** – this is agreed action at the pre-assessment planning stage that helps reduce the effect of a disability or difficulty, which places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments will not, however, affect the reliability or validity of assessment outcomes nor will they give the learner an assessment advantage over other learners undertaking the same or similar assessments.
- **Special Consideration** – this is a post-assessment allowance to reflect temporary illness, injury, bereavement 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.

Responsibilities are as follows:

Exams Officer:

- liaises with the SENCO to administer access arrangements and makes applications for reasonable adjustment and special considerations as necessary for learners who are eligible

SENCO:

- Administration of reasonable adjustments and access arrangements for BTEC qualifications, including examinations
- Identification and testing (arrangement of appropriate testing) of candidates' requirements for reasonable adjustments and access arrangements.

- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Tutors:

- Notification of reasonable adjustments required as possible following registration of students through learner profiles
- Informing the Lead Internal Verifier of any circumstances that may grant a student special consideration

Lead Internal Verifier/s

- Authorise extensions to assignment deadlines through special consideration
- Monitor application of reasonable adjustment and special consideration policy in their subject area, taking action where necessary Quality Nominee
- To act as a conduit for information from Pearson re reasonable adjustment and special consideration
- To monitor the reasonable adjustment and special consideration policy and disseminate as necessary

Quality Nominee	Neal Brown	09/2020
LIV Vocational Studies	Dave Ball	09/2020
IV Vocational Studies	Stacey Mortimer	09/2020