

## **Policy Relating to Special Considerations and Reasonable Adjustments**

### **Scope of the Policy**

This scope of this policy is to ensure Learners can achieve formal recognition of their achievements, without compromising the assessment process or the assessment objectives.

**Reasonable Adjustments** – these are made to ensure that learners who are disabled or have a learning disability are not disadvantaged in any way. Learners need to declare their needs prior to the assessment process in order for any necessary reasonable adjustment arrangements to be implemented before the time of their assessment.

**Special considerations** - are made to ensure that Learners are not disadvantaged by any exceptional circumstances that may arise prior to, or during the assessment. There are numerous sets of circumstances that can be taken into consideration and each individual case will be assessed on its own merits and individuality.

### **Information Capture and Assessment**

Prior to attending courses, all Learners are to complete an application form and “Physical Activity Readiness Questionnaire”, which will aid in the assessment of learning needs prior to the start of the course.

Courses will be run at Leisure Centres and Swimming Pools which have acceptable disabled access to the facility.

The appointed person for assessing the needs for Reasonable Adjustments and Special Considerations for LTC North East Ltd will be – **Graeme Morgan**.

The appointed person will contact the learner as required to discuss the best plan of action to facilitate learning. The Course Trainer, in all instances, will be made aware of the agreements and considerations that have been arrived at. This will ensure a smooth learning process but will also minimise any inconvenience or potential embarrassment for the Learner.

Any Reasonable Adjustments or Special Considerations that have been made will be recorded and kept with the course paperwork for that specific course.

## **Reasonable Adjustments**

A reasonable adjustment is an alteration which can be made that would enable a candidate with a disability or difficulty to participate in a course without being at a disadvantage compared to other candidates in the same assessment situation.

It is important that reasonable adjustments do not give the candidate an unfair advantage over others undertaking the same assessment. Where a reasonable adjustment is made, the candidate will be marked by the same standard as all other candidates.

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

- Changing usual assessment arrangements, for example allowing a candidate extra time to complete the assessment activity (unless the assessment is required as a standard, such as timed swims for the National Pool Lifeguard Qualification).
- Adapting assessment materials, such as providing materials in Braille
- 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
- Changing the assessment method, for example from a written assessment to a spoken assessment
- Using assistive technology, such as screen reading or voice activated software
- Providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper-based assessments
- Providing and allowing different coloured transparencies with which to view assessment papers

Awarding Organisations and Centres are only required by law to do what is reasonable in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

## **Making Reasonable Adjustments**

All Awarding Organisations and Centres have a responsibility to ensure that the assessment process is robust and fair and allows the Learner to demonstrate his or her full potential.

### **Adjustments to assessments should:**

- \*not invalidate the assessment requirements of the qualification
- \*not give Learners an unfair advantage
- \*reflect the Learner's normal way of working
- \*be based on the individual need of the Learner.

## **Procedures for Reasonable Adjustments**

Reasonable adjustments will be identified at the earliest opportunity via the candidate enrolment form.

The TA or ATC coordinator will review the candidate enrolment form and if necessary involve the prospective candidate in any decision making regarding reasonable adjustments.

Once a reasonable adjustment has been agreed by the TA or ATC coordinator the, course trainer will then be contacted, who will implement any necessary changes to the course/assessment structure.

The ATC coordinator or if they are absent from work then a TA will contact IQL UK via mail@iql.org.uk for assistance in any circumstances of uncertainty of the integrity of the qualification. This equally applies to other governing bodies (ie Swim England, STA etc)

Should a prospective learner disagree with any decision relating to reasonable adjustments made then they must follow the appeals procedure.

All reasonable adjustment decisions will be recorded, filled and be reported to IQL UK where necessary via mail@iql.org.uk or to the other relevant governing body.

## **Definition of Special Considerations**

Special consideration may be given to a learner who has experienced

A serious illness or injury.

An event outside of the candidate's control, which has had, or is reasonably likely to have had a material effect on that candidate's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

Special considerations will not give the candidate an unfair advantage neither should its use cause the user of the certificate to be misled regarding a candidate's achievements. The candidates 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 candidate. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the candidate.

## **Procedures for Special Considerations**

Candidates wishing to apply for special consideration must apply in writing to ATC Coordinator or if ATC coordinator is unavailable then to the lead TA at site, detailing their name, society number (if applicable), the nature of the request and supporting evidence e.g. medical evidence.

The ATC Coordinator or if ATC coordinator is unavailable then to the lead TA at site will review the request and ensure the candidate receives confirmation.

Should a candidate disagree with any decision made by the ATC/P relating to special considerations they must follow our appeals procedure.

All special consideration decisions will be recorded, filled and be reported to the relevant governing body where deemed necessary.

Special considerations can be applied after an assessment if there was a reason the Learner may have been disadvantaged during the assessment. The following is a list of examples which might be eligible for special considerations (the list is not exhaustive):

- \*serious illness of the Learner
- \*serious illness of a parent
- \*bereavement of an immediate family member
- \*incapacitating illness of the Learner
- \*recent domestic crises
- \*accident and injury to the Learner
- \*trauma caused by a recent event or experience.

Learners cannot enter a plea for special considerations for assessment solely on the grounds of disability or learning difficulty.

Special consideration should not give the Learner an unfair advantage. The Learner's results must reflect his or her achievement in the assessment and not necessarily his or her potential ability. Special consideration may result in a small post-assessment adjustment to the mark of the Learner. The size of the adjustment will depend on the circumstances during the assessment and will reflect the difficulty faced by the Learner but will always be a minor adjustment, as to do more may jeopardise the standard.

Where an assessment requires a competence to be met fully, it may not be possible to apply any special consideration. In some circumstances it may be more appropriate to offer the Learner an opportunity to retake the assessment at a later date or to extend the registration period so that the Learner has more time to complete the assessment activity.

In all cases where Special Considerations are applied for, consideration should be given to taking further advice from either IQL (at River House), or the relevant awarding body for the

assessment being taken (eg Swim England Qualifications, Swimming Teachers Association, Nuco Training, etc).

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