

# Reasonable Adjustments and Special Considerations Policy



## Introduction

RISC Institute is committed to the equal and fair assessment of all its learners. As part of this, we are prepared to give special considerations to those in need of enhanced access during assessments and make any reasonable adjustment we can, within the constraints of budgets and practical feasibility, in order to assist trainees undergoing assessments at the institute.

This policy sets out the procedures that learners and tutors should follow when implementing reasonable adjustments and special considerations.

## Reasonable adjustment

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 and/or
- using assistive technology.

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.

## Applying reasonable adjustment

Reasonable adjustments must be approved by the Management Representative (MR) and set in place prior to assessment commencing.

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

A reasonable adjustment is intended to allow access to assessment where such access might be impaired due to a learner's disability, but can only be granted where the adjustment does not:

- Affect the validity or reliability of the assessment;
- give the learner(s) in question an unfair advantage over other learners taking the same or similar assessment and/or
- influence the final outcome of the assessment decision.

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## Special considerations

Special considerations are different to reasonable adjustments as they apply to a disadvantage that occurs to the learner either just before or during the assessment. Reasons for special consideration could be:

- Temporary illness;
- injury or
- adverse circumstances at the time of the assessment.

A learner may be eligible for special consideration if:

- Their performance in an external assessment is affected by circumstances beyond the control of the learner, e.g. recent personal illness, accident, bereavement, serious disturbance during the assessment or
- the alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate or
- any part of an assessment has been missed due to circumstances beyond the control of the learner.

All applications for Special Consideration can only be made on a case-by-case basis and thus separate applications must be made for each learner.

Learners may apply for Special Consideration during or after an assessment, but may not apply for Special Consideration in the case of a permanent disability or learning difficulty. The extent of the adjustment will depend on the actual circumstances during the assessment and will reflect the difficulty faced by the learner.

Signed:

A handwritten signature in blue ink, appearing to read 'Silvan A. Said', with a small 'A' at the end.

Silvan A. Said

**Managing Director**

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