



Reasonable Adjustments & Special Consideration Policy

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Intent

Instep UK is committed to applying reasonable adjustments and providing special considerations for all programmes where necessary to allow all learners equal opportunity to complete their learning.

The *Reasonable Adjustment and Special Consideration* policy will ensure that learners are provided with a fair study and assessment process, which is applied across Instep UK and that we adhere to the standards of the various awarding organisations (AOs) and end point assessment organisations (EPAOs) we work with, ensuring our learners are treated fairly. This will confirm that the highest standards of quality are constantly adhered to and maintained at all times.

The application of this policy also aims to ensure that enrolment procedures in particular are inclusive and any reasonable adjustments or special considerations that a prospective learner would need is clearly identified at the enrolment stage of their learner journey.

Scope

This policy relates to all situations and circumstances where a learner is identified according to The Equality Act 2010, as having a disability, learning support need or impairment, which would affect their learning journey in any way. It is also applicable to cases where unpredictable situations or circumstances negatively impact a learner's performance in their learner journey.

Reasonable Adjustments

The working definition for a reasonable adjustment is any action which addresses and assists in minimising the effect of the disability or difficulty for the learner that would significantly impact their learning and assessment ability.

What is reasonable will be dependant on the individual circumstance, the impact of the disability on the individual, financial implications and the practicality and effectiveness of the adjustments.

Instep UK strongly believes in providing all learners with a fair and equal opportunity of demonstrating their knowledge, skills and behaviours.

Adjustments to the assessment process will typically be made in the following circumstances:

- Learners with a physical, sensory or mental impairment
- Learners with a learning difference or difficulty
- Learners defined as disabled under Equality Legislation.

Instep UK may also give special consideration to unexpected situations which negatively affect a learner's assessment. These could include but are not limited to:

- A learner has a sudden temporary illness or indisposition such as influenza.
- A learner has a serious accident of any kind.
- A learner's assessment is interrupted by a fire alarm, evacuation, bomb threat or any other unforeseen circumstances.
- A learner has had a bereavement of a close family member or friend.

Learners with temporary physical, sensory or mental impairment are also covered by this policy and are entitled to have reasonable adjustments or special considerations made as applicable and where required.

A learner is deemed to have a temporary physical, sensory or mental impairment if the condition is under one year's duration and is likely to improve. Examples of temporary disability could include broken limbs or injury to hands which could impair a learner's ability to write. Supporting evidence will be required in all cases.

Where a learner applies for an adjustment due to a temporary physical, sensory or mental disability, evidence must be re-submitted in writing for each assessment series.

Implementation

Reasonable Adjustments should be requested at a learner's earliest possible convenience and be supported by either a formal diagnosis (known as a statement) or in writing highlighting the requirements. They should be requested no less than one month prior to the assessment to allow for the adjustments to be arranged in good time.

Types of Reasonable Adjustments available

- Extra time
- Supervised rest breaks
- Use of readers, scribes, transcribers, or other micro processing devices
- Use of Sign Language interpreters
- Miscellaneous types of reasonable adjustments including recorded responses, modified question papers (e.g. enlarged, Braille or printed on coloured paper).

Special Considerations must be applied for no later than 10 working days after the assessment, and supporting evidence must be provided, e.g. letter from doctor/hospital/authorised person/invigilator's report, etc.

Types of Special Considerations available

- An extension on the submission deadline where a written piece of work is required to be submitted.
- Extra time in a written examination.
- A different assessment where the occurrence of the unexpected situation has resulted in the learner not being able to fulfil the expectations of the original assessment as set.
- Depending on the AO, there may be some review of the marking or there may be discretion used regarding capping or paying for a re-sit.

Language and Translation

- Instep UK conducts its training and delivery in England, hence, all qualifications and assessment material are conducted in English.
- Instep UK does not permit the use of translators to assist learners who do not speak, write or understand English.

Adjustments to the assessment must:

- Not provide an unfair advantage.
- Not make the assessment easier.
- Be based on the individual need of the learner.
- Be capable of being internally and externally quality assured.
- Provide an employer with the realistic expectation of what the learner can do if they achieve the qualification/certificate.

Responsibilities

Supporting evidence will be required in all cases. Evidence could include medical reports from doctors, psychiatrists, educational psychologists, specialist teachers or funding agencies.

Providing the adjustment required is the same for each assessment, learners do not need to re-submit evidence with subsequent applications for reasonable adjustment however, they must alert Instep UK.

Requests should be put in writing to the tutor via email who will pass this to their IQA to process.

Review and Appeal

Wherever possible, the AO will deal sympathetically with requests for reasonable adjustments or special consideration. In cases where a request is turned down the learner has the right to request a review of the decision. We will be guided by the individual AO's procedures for appeals in such scenarios.

Continuous Improvement

Instep UK regularly reviews all requests for reasonable adjustments and identifies trends to ensure that learners are given the opportunity and accessibility to the programs and qualifications whilst maintaining quality in implementation.

Associated Policies

- Appeals Procedure
- Equality, Diversity & Inclusion Policy
- Initial Assessment Strategy
- IQA Policy
- Learner Support Policy