

Introduction

Our aims at Youthforce are to facilitate open access to all programmes for all 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. We are committed to delivering a diverse programme which is adapted to suit all learners.

Reasonable adjustments

Reasonable adjustments identified at enrolment are referred to the support lead to discuss adaptations and arrangements from the outset. Pre-assessment planning takes place between the programme development lead and the support lead. Adjustments are put in place in order that any action helps to reduce the effect of a disability or difficulty, which places the learner at a substantial disadvantage in their assessment or learning journey. Reasonable adjustments must not, however, affect the reliability or validity of assessment outcomes nor must they give the learner an assessment advantage over other learners undertaking the same or similar assessments.

Examples:

- Changing usual assessment arrangements
- Changing or adapting assessment materials
- Providing supportive assistance during assessment
- Re-organising the assessment physical environment
- Changing or adapting the assessment method
- Using assistive technologies
- Translating English to another language
- Extra time in exams and/or a reader/scribe

Please note this list is not exhaustive and should be used as a guide, other adjustments may be considered by Youthforce at their discretion.

Youthforce understands that reasonable adjustments must be approved (internally or externally) and set in place prior to the start of any assessment but can be amended or added during the programme as required. All reasonable adjustment request must be submitted in writing to the training manager and support lead.

The work produced following a reasonable adjustment must be assessed and follow the same IQA process as the work from other learners.

Applying adjustments

Reasonable adjustments are approved before an assessment and are intended to allow attainment to be demonstrated. A learner does not have to be disabled (as defined by the DDA) to qualify for reasonable adjustment; nor will every learner who is disabled be entitled to reasonable adjustment. Allowing reasonable adjustment is dependent upon how it will facilitate access for the learner. A reasonable adjustment is intended to allow access to assessment but can only be granted where the adjustment does not:

- Affect the validity or reliability of the assessment / learning
- Give an unfair advantage over other learners

- Influence the final outcome of any assessment decision

Youthforce applies reasonable adjustment in a transparent and unbiased manner. All reasonable adjustments made must be recorded. Such records will be held in the learner's file and shall be available at all times for scrutiny by the awarding body, if so requested.

Policy particulars

All reasonable adjustments implemented are subject to meeting the requirements of the appropriate assessment strategy and assessment criteria for each qualification and awarding body. All adjustment requests must be made to awarding bodies by the training manager or operations manager in a timely manner to allow support of the EPA assessment process.

It is the responsibility of the support lead to ensure that any access arrangements implemented by Youthforce on behalf of the learner are based on firm evidence of a barrier to assessment.

For all qualifications that are externally assessed, Youthforce will apply to the awarding body to request to implement a reasonable adjustment that is in line with this policy and recorded within the learner file.

Special Educational Needs

Youthforce should note that a Statement of Special Educational Needs (SEN) does not automatically qualify the learner for reasonable adjustment to assessment as:

- The SEN statement may not contain a recent assessment of the needs
- The reasonable adjustment may compromise assessment

Special Considerations

A learner who is fully prepared and present for a scheduled assessment may be eligible for special consideration if:

- Performance in an assessment is affected by circumstances beyond their control (recent illness, bereavement, accident, environmental issues)
- Assessment arrangements are deemed inappropriate or inadequate
- Part of the assessment has been missed due to circumstances beyond their control

Please note this list is not exhaustive and should be used as a guide, other circumstances may be considered by Youthforce at their discretion.

A special consideration cannot give the learner an unfair advantage, nor must its use cause the user of a certificate to be misled regarding a learner's achievement. The learner's results must reflect real achievement in assessment and not potential ability. To this end, special considerations can only be a small post-assessment adjustment to the mark or outcome.

The awarding body's decision will be based on various factors, which may vary from learner to learner, and from one subject to another. These factors may include the severity of the circumstances, the date of the assessment, the nature of the assessment (e.g. practical, oral presentation, etc.).

Applying for Special Consideration

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. The only exception to this is where a group of learners has been affected by a similar circumstance such as a fire alarm during an assessment; in this case a group application is permissible. In this situation, however, a list of learners affected should be attached to the application.

Applications for special consideration should be submitted to Youthforce along with evidence to support the application such as a medical certificate, a doctor's letter or any other appropriate information.

The centre support lead or training manager shall authorise all successful applications for special consideration. It is important to note that special consideration applications will not be considered where learner achievement has been claimed and certificated.

Misuse of policy

Youthforce understands that if they misuse the reasonable adjustment policy, then the awarding body will take appropriate action. Such action will range from advice and action for the centre through to the implementation of steps to manage assessment malpractice; this could ultimately lead to the recall of certificates, removal of qualification approval or removal of centre approval. This will result in disciplinary procedure being actioned where appropriate.