



REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY

1.1 Introduction

This Policy sets out the steps to be followed to implement reasonable adjustments and special considerations. The school recognise that:

- Reasonable adjustments may be required, particularly in assessment situations, so that assessments are a fair test of learner's knowledge and what they are able to do.
- The usual format of assessment may not be suitable.
- Our assessments are fair without being prejudicial or advantageous to those who require reasonable adjustments and special considerations to be made.
- All Study Centres should have a Reasonable Adjustment and Special Considerations Policy

2.0 Reasonable Adjustments

This refers to any activity that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation, such as:

- Allowing learners extra time to complete the assessment activity
- Adapting assessment materials
- Providing facilitators
- Changes to the learning environment

1.0 Special Considerations

Special considerations can be applied after an assessment if their substantive reason (supported by documented evidence) to believe that the learner has been disadvantaged by the assessment. Reasons for special considerations may include:

- Temporary illness
- Injury
- Bereavement
- Family issues
- Personal issues



Learners cannot enter a plea for special considerations for assessments based solely the grounds of disability. Learners must declare any grounds for special consideration prior to the assessment in time allow the school to make reasonable adjustments.

Where an assessment required that a criterion is met it may not be appropriate to apply special consideration, in which case an opportunity to re-take the assessment may be allowed.

1.0 Making Reasonable Adjustments

When making decision regarding reasonable adjustments, the school will take into consideration the following:

- That learners must be able to cope with the level and content of assessment
- That set standards of competence (as laid down by the Awarding Body cannot be altered.
- That learners will not gain an advantage or disadvantage from any adjustment
- Any adjustment will be based on the individual needs of the learner.
- Each adjustment and the circumstances thereof will be considered on an individual basis.
- That any adjustment will not affect the learners' normal way of working, providing that this does not affect what is being assessed in any way.

2.0 Recruitment of Learners

Oxford Knights College will ensure that:

- Learners are given the appropriate advice and guidance at the outset of their programme of study and that their needs will be met.
- Each learner will be assessed on their potential to achieve any qualifications. In doing, support, where appropriate will be identified and made know to the learner.
- In the event that a learner is identified as not being able to meet the requirements for attainment of a particular assessment or parts thereof, this will be communicated to the learner, so that appropriate study decisions can be made.
- All learners will be made aware of study options available and adjustments that may be necessary and any restrictions on progression routes from learners not achieving certain outcomes.



3.0 External Verification

Oxford Knights College will ensure that all details relating to any reasonable adjustments given will be made available to the External Verifier during any relevant centre visit pertaining to the following:

- Services for learners with learning difficulties
- Services for learners with hearing impairments
- Services for learners with visual impairment
- Services for learners who have a permanent physical impairment
- Services for learners who have a medical condition or temporary injury
- Services for learners whose first language is not English

In the event that the school needs additional advice and guidance they will contact the Awarding Body to seek clarification before making any decision in accordance with their rules for application.

