



Reasonable Adjustment Policy

Policy Statement for Multi Trades Training LTD (MTT)

MTT provides open access to vocational qualifications for 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.

This will be achieved through:

Reasonable Adjustment

This is agreed at the pre-assessment planning stage and is any action that helps to reduce the effect of a disability or difficulty, which places the learner at a substantial disadvantage in the assessment situation. 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

Special Consideration

This is a post-assessment allowance to reflect temporary illness, injury or indisposition that occurred at the time of assessment. Any special consideration granted cannot remove the difficulty the learner faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised. Special consideration cannot apply to “licence to practice” units within a qualification, or to “licence to practice” qualifications.

MTT will submit any requests for reasonable Adjustments or Special Considerations to the relevant Awarding Body via the appropriate Quality Nominee

Introduction

MTT recognises disabilities are of a diverse nature and it does not tolerate discrimination based on disability. NOCN & Pearson complies with the Equality Act 2010 and the amendments to the Act. Awarding Bodies (NOCN & Pearson) also recognise that the performance of a learner may be affected by extenuating circumstances occurring at the time of assessment.



The policy guidance:

- Explains how MTT will manage and request reasonable adjustments and/or request special considerations
- Identifies roles and responsibilities within MTT
- Explain how they will deal with lost or damaged work

1. Reasonable Adjustment

1.1 Explanation of 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 using assistive technology.

Reasonable adjustments must be approved (internally or externally) and set in place prior to assessment commencing. It is an arrangement to give a learner access to a qualification. The work produced, following a reasonable adjustment, must be assessed in the same way as the work from other learners.

Below are examples of reasonable adjustment. It is important to note that not all adjustments described below will be reasonable, permissible or practical in particular situations. The learner may not need, nor be allowed, the same adjustment for all assessments. Reasonable adjustments may fall into the following categories:

- Changes to assessment conditions the use of mechanical and electronic aids
- Modification to the presentation of assessment material
- Alternative ways of presenting responses
- Use of access facilitators. 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. Examples of reasonable adjustments as defined by the above categories are listed below.
- Allowing extra time, e.g. assignment extensions
- Using a different assessment location



- Use of coloured overlays, low vision aids, CCTV
- Use of assistive software
- Assessment material in large format or Braille
- Readers/scribes
- Practical assistants/transcribers/prompters
- Assessment material on coloured paper or in audio format
- Language-modified assessment material
- British Sign Language (BSL) • Use of ICT/responses using electronic devices

1.2 Learner Enrolment

Learners will be enrolled with integrity onto their relevant qualifications. MTT will ensure that learners have the correct information and advice on their selected qualifications and that the qualifications will meet their needs. The recruitment process will also include assessing each potential learner and making justifiable and professional judgements about the learner's potential to successfully complete the assessment and achieve the qualification. If MTT staff feel that we cannot meet the learner's needs then a different local organisation will be recommended.

The Assessment will identify, where appropriate, the support that will be made available to the learner to facilitate access to the assessment. Where the enrolment process identifies that the learner may not be able to demonstrate attainment and thus gain achievement in all parts of assessment for the selected qualification, this will be communicated clearly to the learner. If the learner still decides to proceed with studying a particular qualification and not be entered for all or part of the assessment. MTT will advise the learner of:

- The range of options available, including any reasonable adjustments that may be necessary, to enable the demonstration of attainment across all required assessment
- Any restrictions on progression routes to the learner because of not achieving certain outcomes.



1.3 Applying reasonable adjustments

Reasonable adjustments must be approved by an MTT Quality Nominee before an assessment and must be 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
- Give the learner(s) in question an unfair advantage over other learners taking the same or similar assessment
- Influence the outcome of the assessment decision. Construction Skills People Group will ensure all reasonable adjustments are planned and implemented in a transparent and unbiased manner. All reasonable adjustments must be recorded on the Reasonable Adjustment form at Annex A of this policy and held within the learner's portfolio of evidence.

All reasonable adjustments implemented are subject to meeting the requirements of the appropriate assessment strategy vocational qualifications' specification and assessment criteria. It is the responsibility of the appropriate Assessor and Internal Verifier to ensure that any access arrangement implemented by the centre on behalf of the learner, is based on firm evidence of a barrier to assessment. For vocational qualifications that are internally assessed MTT will not need to apply to the Awarding Body to implement a reasonable adjustment, but will:

- Only make reasonable adjustments that are in line with this policy
- Record all reasonable adjustments made on the reasonable adjustments form
- Keep all reasonable adjustment forms appropriate learner's record
- Make RA1 forms available to Awarding Bodies if requested/required

1.4 Requesting reasonable adjustment from Awarding Bodies

For vocational qualifications that contain externally assessed assessment such as Tests - set and marked by the Awarding Body, reasonable adjustment requests must be submitted to the relevant Awarding Body prior to implementation of the adjustment.

1.5 Assessing achievement

MTT will ensure that for all internal assessments, achievement is given only for the skills demonstrated by the learner and that reasonable adjustments do not compromise the outcomes of assessment (as identified in 1.3 above).



1.6 Special Educational Needs

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; and the reasonable adjustment may compromise assessment (as identified in 1.3 above).

1.7 Inappropriate use of reasonable adjustment

Any inappropriate or misuse of a reasonable adjustment will be thoroughly investigated, and appropriate action will be taken in line with NOCN/ MTT Malpractice Policy.

2.1 Special Consideration

What is special consideration? A special consideration is consideration given following a period of assessment for a learner who: was prepared for and present at an assessment but who may have been disadvantaged by temporary illness, injury or adverse circumstances that have arisen at or near to the time of assessment misses part of the assessment due to circumstances outside their control. Special consideration may not be able to be applied where:

- Assessment requires the demonstration of practical competence
- Criteria have to be met fully
- Units/qualifications confer licence to practice.

ALL SPECIAL CONSIDERATIONS MUST BE APPLIED FOR TO THE RELEVANT AWARDING BODY

Where assessment is in the form of on demand assessment, such as electronic tests set and marked by computer, MTT will always offer the learner an opportunity to take the assessment at a later date.

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. 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 the control of the learner, e.g. recent personal illness, accident, bereavement, serious disturbance during the assessment
- Alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate
- Part of an assessment has been missed due to circumstances beyond the control of the learner.



A learner will not be eligible for special consideration if:

- No evidence is supplied by the centre that the learner has been affected at the time of the assessment by a condition
- Any part of the assessment is missed due to personal arrangements including holidays or unauthorised absence
- Preparation for a component is affected by difficulties during the course, e.g. disturbances through building work, lack of proper facilities, changes in or shortages of staff, or industrial disputes.

The following are examples of circumstances which might be eligible for special consideration (this list is not exhaustive):

- Terminal illness of the learner
- Terminal illness of a parent
- Recent bereavement of a member of the immediate family
- Serious and disruptive domestic crises leading to acute anxiety about the family
- Incapacitating illness of the learner
- Severe car accident
- Recent traumatic experience such as death of a close friend or distant relative
- Flare-up of severe congenital conditions such as epilepsy, diabetes, severe asthmatic attack
- Recent domestic crisis
- Recent physical assault trauma
- Broken limb on the mend.



2.2 Applying for special consideration

MTT will always ensure that arrangements are in place to allow all learners to complete and achieve their qualifications. In circumstances which are beyond control of MTT this is unsuccessful; MTT will apply to the relevant awarding body for special consideration using the appropriate documentation. The MTT Quality Nominee must authorise all applications for special consideration



Reasonable Adjustments Application Form

Centre Number		Centre Name	
Learner Name		Learner Reg Number	
Assessment Date		Learner DOB	

Qualification Title	Unit numbers and titles to which reasonable adjustment applies

Reason for application	Reasonable adjustment made	Supporting Evidence

DECLARATION

I confirm

- This form contains accurate details of the reasonable adjustment applied.
 - There is sound evidence to grant this reasonable adjustment.
- The adjustment will not: compromise assessment validity or reliability; affect the outcome of the assessment; give the learner in question an unfair assessment advantage over other learners undertaking the same or similar assessment.
 - The reasonable adjustment has been made in line with MTT Policies and Awarding Body Policies.
- The learner's knowledge, skills and understanding will be appropriately assessed and the learner will be able to demonstrate the assessment criteria required by the specification following application of the reasonable adjustment.

Signed	Name
Position/ Title	Date



Approved 12/1/19
Reasonable Adjustment Policy 1.0