



# **BTTC REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATION POLICY**

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## **Purpose**

1.1 The purpose of reasonable adjustments and special consideration requests is to enhance access to qualifications for learners with disabilities and other difficulties, without compromising the assessment of the skills, knowledge understanding, or competence being assessed.

1.2 This policy outlines:

2.1.1 arrangements for making reasonable adjustments and special considerations in relation to qualifications;

2.1.2 how learners qualify for reasonable adjustments and special considerations;

2.1.3 the reasonable adjustments permitted and those where permission is required in advance before they are applied; and

2.1.4 what special considerations may be given to learners.

## **2. Centre Responsibility**

2.1 It is important that BTTC coaches involved in the management, assessment and quality assurance of qualifications are fully aware of the contents of the policy.

2.2 BTTC should also ensure access to JCQ Access Arrangements and Reasonable Adjustments Guidelines and Special Consideration Guidelines and are appropriately aware of its contents.

## **3. Policy Overview**

3.1 BTTC is committed to complying with all current and relevant legislation, which at the time of writing includes, but is not limited to the Equality Act 2010. BTTC seeks to uphold rights relating to race relations, disability discrimination and special educational needs of our learners and to provide equal reasonable adjustments and special considerations for all learners registered on qualifications.

3.2 Assessment should be a fair test of learners' knowledge and what they are able to do, however, for some learners the usual format of assessment may not be suitable. We recognise that reasonable adjustments or special considerations may be required at the time of assessment where:

3.2.1 learners have a permanent disability or specific learning needs;

3.2.2 learners have a temporary disability, medical condition or learning needs; and

3.2.3 learners are indisposed at the time of the assessment.

3.3 There are 2 ways in which access to fair assessment can be maintained:

3.3.1 through reasonable adjustments; and

3.3.2 through special considerations

3.4 Reasonable adjustments are available for learners who present particular requirements prior to assessment.

3.5 Special consideration can be applied after an assessment, in circumstances where a learner was affected by temporary illness, injury or indisposition at the time of the assessment.

#### 4. Reasonable Adjustments: All Qualifications

4.1 Learners likely to need reasonable adjustments can be identified by the Prison or from their BTTC registration form.

#### 5. Definition of Reasonable Adjustments: Coursework and Assessments

5.1 A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments are made to an assessment for a qualification to enable a disabled learner to demonstrate their knowledge, skills and understanding of the levels of attainment required by the specification for that qualification.

5.2 Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

5.2.1 changing usual assessment arrangements;

5.2.2 adapting assessment materials;

5.2.3 providing assistance during assessment;

5.2.4 re-organising the assessment room;

5.2.5 changing the assessment method;

5.2.6 using assistive technology;

5.2.7 providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper-based assessments; and

5.2.8 providing and allowing different coloured transparencies with which to view assessment papers

5.3 Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access to the programme. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work.

5.4 The centre is only required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

## 6. Internal Process for making Applications:

6.1 6.2 The process for making an application for reasonable adjustments is as follows:

6.2.1 learner is identified to the BTTC team;

6.2.2 Prison services, or BTTC staff work with the team to assess the reasonable adjustments necessary;

6.2.3 once assessment is complete, the assessment adjustments are made and communicated back to staff and the person taking the assessment

6.2.6 Any reasonable adjustment must reflect the normal learning or working practice of a learner with BTTC. The reasonable adjustment in the assessment must reflect the learner's normal way of learning.

6.2.7 The evidence of need will vary depending on the disability and the access arrangement(s). If, after the special consideration process has been applied, the learner does not meet the criteria, centre-based arrangements and reasonable adjustments will be revisited.

## 7. Definition of Special Considerations: All Qualifications

7.1 Special consideration can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment, and as a consequence their performance in the assessment.

7.2 All applications must be made to BTTC. BTTC will make applications for special consideration on a case-by-case basis. The director of BTTC must authorise all applications for special consideration.

7.3 Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

## 8. Appeals

8.1 If you wish to appeal against our decision to decline requests for reasonable adjustments or special consideration arrangements, please do so in writing to Tim Ho within 10 working days of notification of decision.