

**Reasonable Adjustment and Special
Consideration Policy – End-Point Assessment**

Version 7.1

1. Overview

SIAS's Reasonable Adjustments and Special Considerations Policy outlines the procedures and criteria for apprentices with disabilities, specific needs or other extenuating circumstances in End-Point Assessments. It is the aim of SIAS to ensure fair and equal opportunities for all apprentices.

Providers are encouraged to support apprentices in identifying and requesting necessary reasonable adjustments or special considerations. They should assist apprentices in understanding the process and provide guidance on documentation requirements.

2. Definitions

Reasonable Adjustment: an alteration or modification made to the assessment process or environment to accommodate the needs of apprentices with disabilities or specific needs.

Special Consideration: allowances or adjustments made for apprentices who have experienced significant adverse circumstances that may have affected their performance in assessments. A Special Consideration can be applied before or after the assessment has taken place.

2. Scope

This policy applies to all End-Point Assessments conducted by SIAS. It covers apprentices who have disclosed disabilities or specific needs that may impact their ability to participate in assessments under standard conditions, as well as apprentices experiencing adverse circumstances that may affect their performance during an assessment.

3. Reasonable Adjustments

3.1. General Principles

A Reasonable Adjustment must:

- Be based on the individual needs of the apprentice
- Reflect the type of adjustments in place in the workplace and off-the-job training
- Not provide an unfair advantage in comparison to others who will be completing the same assessment
- Not create a situation in which malpractice or maladministration is more likely to take place
- Be approved before the assessment takes place
- Uphold the validity and reliability of the Standard's assessments methods, assessment plan and occupational requirements
- Be practical in terms of implementation
- Be able to be moderated and verified

3.2. Types of Reasonable Adjustments

The following types of reasonable adjustments may be provided based on the identified needs of the apprentice. Please note this not an exhaustive list:

- Providing additional time for completion of assessments

- Allowing the use of assistive technologies such as screen readers or voice recognition software
- Permitting the presence of a scribe or reader to assist with writing or reading tasks.
- Offering alternative formats for assessment materials, such as enlarged text or braille
- Modifying the assessment venue or providing alternative arrangements for apprentices with mobility impairments
- Allowing flexibility in the scheduling or format of assessments to accommodate medical appointments or other personal needs
- Providing breaks during assessments for rest, medication, or other necessary purposes.
- Adjusting the wording or presentation of assessment questions to enhance accessibility for apprentices with specific learning difficulties or cognitive impairments

3.3. Implementation Process

3.3.1. Supporting Evidence

An application for a Reasonable Adjustment must be supported by appropriate evidence. Examples of supporting evidence include the following:

- Information about any support the apprentice is currently receiving from their training provider.
- Statement of Special Educational Needs (the Statement would not automatically ensure that Reasonable Adjustments are applied but could be used to support an application).
- Evidence of a Training provider's assessment of the apprentice's needs in relation to the assessment
- Medical Certificate
- Psychological Assessment

3.3.2. Application

A Reasonable Adjustment should be applied completion of the Reasonable Adjustment form. This should be done by gateway, before the assessment is due to take place. Please note however, this can be submitted at any time prior to gateway. Any supporting evidence must be submitted alongside the form. Requests will be reviewed on a case-by-case basis.

If a Reasonable Adjustment is being requested on behalf of a learner, the learner's written permission must be provided as part of the application.

3.3.3. SIAS Review of Application

When making the approval decision for an application the following matrix provided by IfATE will be considered to determine the suitability of the adjustment being applied for. This is based on the assessment method and adjustment type. The list in this matrix is not exhaustive and SIAS will examine applications on a case-by-case basis.

1. No known disability
2. Cognitive processing needs such as dyslexia, dyspraxia; a need in executive function, visual processing speed, visual perception, literacy, numeracy, verbal reasoning, verbal memory, nonverbal memory
3. Social/ communication need such autistic spectrum condition
4. Long standing illness such as cancer, epilepsy, Crohn's, IBS, Chronic Fatigue

5. A mental health condition
6. A physical need such as crutches or wheelchair user, arthritis, paraplegia, quadriplegia, cerebral palsy
7. Hearing need
8. Visual need

	Observation	Practical Skills Test	Test	Project	Presentation	Professional Discussion
Extra time allowance	2,3,4,5,6,7,8	2,3,4,5,6,7,8	2,3,4,5,6,7,8	2,3,4,5	2,3,4,5,7	2,3,5,6,7
Scribe	-	-	2,6,8	-	-	-
Reader	-	-	2,8	-	-	-
Personal support worker in attendance	2,5,6,8	2,5,6,8	2,5,8	2,5,8	2,5,6,8	2,5,8
Timed rest breaks	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8
Bathroom breaks	4,6	4,6	4,6	4,6	4,6	4,6
Voice explanation	2,8	2,8	-	-	-	-
BSL interpreted and extra time	7	7	7	7	7	7
Assistive technology - voice recognition	-	-	2,4,6	-	-	-
Assistive technology - screen reader	-	-	8	-	-	-
Assistive technology - text to speech	-	-	2,4	-	-	-
Flexibility with location	-	-	-	3,4,5,6	3,4,5,6	3,4,5,6
Flexibility of time of assessment	4	4	4	4	4	4

Flexibility with the method of assessment	-	6	3,4,5,6	3,4,5,6	3,4,5,6	3,4,5,6
Pre-recorded evidence - delivered by video link	-	-	-	2,3,4,5	2,3,4,5	-
Permission to write notes	-	-	-	-	-	2,4,5
Permission to bring notes	-	-	-	2,4,5	-	2,4,5
Info presented in required format - size, font style, colour	-	-	2.8	-	-	-
Individual testing	-	-	3,4,5	-	-	-
Paper based option	-	-	2,4	-	-	-
Supervised assessment taken at home	-	-	3,4,5,6	-	-	-
Written questions to back up verbal	-	-	-	-	2,4,5,6	2,4,5,6
Rewording of questions - clarification if needed	-	-	-	-	2,3,7	2,3,7
Time allowance for processing verbal questions	-	-	-	-	2,4,5,7	2,4,5,7
Information presented in small chunks	-	-	-	-	2,4,7	2,4,7

SIAS will maintain records of any applications for reasonable adjustments and the decisions made. This will include the evidence used to support the application and decision

4. Special Considerations

4.1. General Principles of Special Considerations

A Special Consideration may be applicable if an apprentice has temporarily experienced:

- an illness
- an injury
- any other event outside of their control.

Special consideration may be given where these events have affected an apprentice's ability to either:

- undertake EPA
- demonstrate their occupational competence

4.2. Criteria and Types of Special Considerations

Special considerations may be granted in situations where apprentices have experienced adverse circumstances that meet the following criteria:

- The adverse circumstances occurred close to the time of the assessment
- The circumstances were exceptional, significant, and beyond the apprentice's control
- The circumstances are likely to have had a demonstrable impact on the apprentice's performance in the assessment

Examples of situations warranting special considerations include, but are not limited to:

- Serious illness or injury suffered by the apprentice
- Recent bereavement of a close family member or friend
- Disruption or disturbance during the assessment due to unforeseen circumstances
- Severe emotional distress or mental health issues affecting the apprentice's ability to perform

Types of Special Considerations that can be applied to an assessment include:

- Mark/Grade adjustment (% mark adjustment will be based on the severity of circumstances)
- Short extension to deadline (if relevant to the assessment method)

4.3 Process for Applying for a Special Consideration

A Special Consideration request must be completed and submitted to SIAS no later than 5 working days after the assessment has taken place. A Special Consideration form must be submitted along with any supporting evidence.

Requests will be reviewed on a case-by-case basis, and adjustments will be determined in consultation with the apprentice and any relevant stakeholders. The approval of a Special Consideration may not necessarily lead to an adjustment of a grade.

5. Appeals

Appeals against the outcome of a Reasonable Adjustment or Special Considerations application can be made if the applicant is dissatisfied with the initial outcome. Appeals must have the written permission of the apprentice. For further information please refer to SIAS's Appeals Policy.

6. Review and Monitoring

This policy will be regularly reviewed and updated as necessary to ensure compliance with legal requirements and to reflect best practices in inclusive assessment. During the review process, SIAS will conduct an analysis of previous Reasonable Adjustment and Special Considerations to ensure they are being applied fairly and consistently.

Feedback from apprentices and stakeholders will be taken on board to continually improve the effectiveness of how this policy is implemented.

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