Reasonable Adjustments & Special Considerations Policy

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Introduction

1. Learner and staff members who have a permanent or temporary disability, specific learning needs or medical condition might need extra support to help them complete all aspects of the end-point assessment. To guarantee fair assessments, it may be necessary to amend or modify the assessment process or timings. Strength and Conditioning Academy Ltd cannot change the assessment standards or requirements of the assessment plan but can consider possible options and alternatives to give all learners a fair and equal chance of demonstrating their knowledge, skills and understanding to achieve the assessment standards. What is 'reasonable' will depend on the individual circumstances, the impact of the disability on the individual, cost implications and the practicality and effectiveness of the adjustment.

Reasonable adjustments

2. 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. What is 'reasonable' depends on the individual circumstances, the impact of the disability on the individual, cost implications and the practicality and effectiveness of the adjustment. Adjustments to assessments must not make the assessment easier; not give an unfair advantage and must be based on the individual need of the learner. 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 assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work.

3. The application of reasonable adjustment must be auditable and capable of being internally and externally quality assured.

4. Reasonable adjustments may include (subject to quality assurance approval) changing standard assessment arrangements (e.g., allowing extra time to complete a test or offering a paper-based version) and adapting assessment materials (e.g., adjusting font size and backgrounds for written text). Details provided here are not exhaustive and Strength and Conditioning Academy Ltd is committed to working with all learners to provide a high-quality learning experience in line with its quality assurance policy.

Special considerations

5. Special considerations can be applied after an assessment if there is a reason the learner may have been disadvantaged during the assessment. Reasons for special consideration could be temporary illness, injury, or adverse circumstances at the time of the assessment. Learners

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cannot enter a plea for special considerations for assessment solely on the grounds of disability or learning difficulty. Learners must declare their needs prior to the assessment period and all necessary reasonable adjustments arrangements must have been implemented before the time of their assessment.

6. Special consideration should not give the learner an unfair advantage. The learner's result must reflect his or her achievement in the assessment and not necessarily his or her potential ability. Special consideration may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances during the assessment and will reflect the difficulty faced by the learner but will always be a minor adjustment as to do more may jeopardise the standard.

7. It may not always be possible to apply special consideration. It may be more appropriate to offer the learner an opportunity to retake the assessment later or to extend the registration period so that the learner has more time to complete the assessment activity.

Making a request

8. Any learner requesting an adjustment, or any special considerations should contact admin@strengthconditioning.academy. We encourage you to speak with us as early as possible so that we can review the request.

9. Strength and Conditioning Academy Ltd endeavours to deal with all requests in a fair, open and timely manner and will require 10 working days to fully review any request for a reasonable adjustment or special consideration.

10. All requests for reasonable adjustment should be submitted as early as possible prior to the assessment as any late requests may impact the reasonableness of request.

11. All requests for special consideration must be submitted within 5 days of an assessment having occurred.

12. When making a request you may be asked to submit the following information:
    - Details of your learning needs and/or medical conditioning.
    - Copies of related evidence which may aid in the understanding of your needs and/or medical condition.
    - Any other information which you feel is relevant and pertinent to a full understanding
    - Your contact details so that we can keep you updated or seek any clarification where necessary.

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Outcomes following a request

13. The outcome of a reasonable adjustment or special consideration request could be:
    - Approval with description of subsequent implementation plans.
    - Rejection of your request based on insufficient evidence of need.
    - Rejection of your request based on the reasonableness of the request.

14. If you remain dissatisfied with the outcome of your request, you may submit a complaint or appeal in line with our complaint or appeals policy.

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