



Action Community Enterprises CIC (ACE)

Special Considerations and Reasonable Adjustments Policy



Policy number:	SC01
Version:	4.0
Policy holder:	Lou Gardiner
Approval board:	ACE Board of Directors
Date of original approval:	September 2015
Date of latest approval:	September 2026
Review period:	Annual
Date of next review:	September 2027

Special considerations and reasonable adjustments policy

Special considerations

ACE guarantee a fair assessment for all students; it is permissible, when necessary, to arrange for special consideration to be given to students who suffer temporary illness, injury or indisposition, be it emotional or physical, that may affect performance at the time of assessment.

Special consideration is a post examination adjustment to the marks of a student's examination paper or the rearrangement of an examination time and/or date.

Any special considerations made:

- Must treat students fairly
- Must not invalidate the assessment requirements set out in the specification for the relevant qualification
- Must require the student to fully meet the assessment requirements
- Must not give the student an unfair advantage compared to students for whom special considerations are not being made
- Must maintain the relevance, reliability and comparability of the assessment

All approved Special considerations will be monitored and reported to the CEO for evaluation.

Conditions for Eligibility to Special Considerations

Students must have attended the course for the appropriate amount of hours and have been fully prepared by the tutor to take the assessment, but if performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Special consideration will be given to:

1. Temporary illness, or accident, or injury at the time of assessment, but not a long-term illness.
2. Being involved in an accident or assisting at the scene of an accident.
3. Bereavement of a family member, relative or close friend while participating on the course or at the time of assessment.
4. Personal crisis such as medical, social or emotional crisis.
5. A domestic crisis at the time of assessment, such as a family crisis, a fire, or flood, but not moving house or taking holidays.
6. Serious disturbance during an examination, such as evacuation of the premises, or noisy/disruptive building work, but not mobile phones going off.

7. Accidental events such as being given the wrong examination paper, being given a defective examination paper or the examination papers not arriving on time.
8. Participation in sporting events at international level at the time of assessment.
9. Failure of practical equipment.
10. Failure by the course organiser or course tutor to implement previously agreed 'Access Arrangements'.
11. If a situation arises where students have been prepared for the assessment but the wrong texts have been used (out of date manuals, other organisations manuals etc.), this will be investigated on a case-by-case basis with the objective of treating the students fairly without compromising the relevance, reliability and comparability of the assessment.
12. Exclusion from mainstream school at time of assessment.

Students will not be eligible for Special Consideration if performance in the examination or in the production of course work is affected by:

1. Committing a crime
2. Consuming alcohol or any other non-prescribed drugs
3. Disobeying ACE regulations
4. Failure to attend the prescribed sessions
5. Misreading question paper instructions and answering the wrong questions
6. Failure to request Access Arrangements in sufficient time

Students may still decide to undertake a qualification knowing they cannot fulfil the assessment requirements, in these situations a Certificate of Attendance may be issued.

Special Consideration will not be accepted by ACE if it is considered to compromise the assessment criteria. Failure to comply with this policy may constitute malpractice and the resulting disqualification of the student.

Coursework Special Consideration

If a student is eligible for special consideration during the period when coursework was produced, it may be possible to accept a reduced quantity of coursework without penalty provided the student has attended the part of the course covering the appropriate subject matter.

Lost or Damaged Coursework

If a student's coursework is lost or damaged, it may be possible to accept a tutor's statement of completion for which there is no physical evidence, provided the tutor can verify the work was done and it was not the consequence of negligence on the part of the student.

Examination Problems

If an incorrect examination paper has been issued to a student or the paper is defective in anyway, such as an incorrectly printed page, ACE will considered on a case-by-case basis. Students will be notified of any discrepancies found when checking results.

Procedure for Requesting Special Considerations

Following an examination or assessment a tutor may wish to submit a 'Request for Special Consideration' to the relevant awarding body, in recognition of the difficulty a student has been under. The appropriate form should be downloaded from the awarding body's website and it should be submitted to the awarding body with all the courses paperwork in line with awarding body requirements and timescales. Tutors should familiarise themselves with the awarding body requirements prior to the start of the course.

Reasonable Adjustments

It is permissible, when necessary, to make reasonable adjustments for students with particular requirements to enable them to access fair assessment and demonstrate attainment.

Any reasonable adjustments made:

- Must not invalidate the assessment requirements set out in the specification for the relevant qualification.
- Must reflect the current needs of the individual student and, as far as is reasonably possible, his/her usual method of working.
- Must not give the student an unfair advantage compared to students for whom reasonable adjustments are not being made.
- Must maintain the relevance, reliability and comparability of the assessment.

All approved Reasonable Adjustments will be monitored and reported to the CEO for evaluation.

Procedures for Requesting Reasonable Adjustments

Access arrangements may cover the entire course and not just the examination, they should be applied for prior to starting the course; if it is adjustment to an examination paper a minimum of 14 days' notice is required. Arrangements for any adjustments must be approved by the CEO in conjunction with the relevant awarding body.

Standard adjustment procedures that may be requested are:

1. **Modified Enlarged Examination Papers** – for students with visual impairment that an enlarged paper would allow them access to a fair assessment (14 days' notice required).
2. **Examination Time Extension** – extra time is not permitted in practical skills performance. An allowance of up to 25% extra time is permissible for examination papers if the student has learning difficulties supported by an official assessment/report indicating that there is evidence of need.
3. **Use of a Reader** – for students with visual impairment, students whose reading skills have been tested and technically defined as below average or students where English is their second language. The reader is a responsible adult who reads the questions to the student and must not be the course tutor, relative, friend or peer of the student. The reader must only read the question paper instructions and the questions, but **must not** explain or clarify; they may, if requested, repeat instructions, read back what has been written, give the spelling of a word on the paper.
4. **Use of a Scribe** – for students who cannot write legibly due to learning difficulties such as dyspraxia. The scribe is a responsible adult who writes down a student's dictated answers to the questions and must not be the course tutor, relative, friend or peer of the student. The use of computer software that produces a hard copy of the student's dictated speech is permissible as a scribe.
5. **Use of a Sign Interpreter** – for students who's normal way of communication is by sign language. The Sign Language Interpreter is a responsible adult who is proficient in the use of the student's sign language and must not be the course tutor, relative, friend or peer of the student. The Interpreter must only sign the question paper instructions and the questions, finger spelling technical terms; but they **must not** explain or clarify; they may, if requested, repeat instructions. Students may only be permitted to sign their answers in coursework and MCQ exams where the answers involve single words.
6. **Other Arrangement Request** – any other reasonable adjustments for student with particular requirements will be assessed on a case-by-case basis on receiving the request and the appropriate supporting evidence.

Tutors must endeavour to identify student needs as soon as possible to allow appropriate arrangements to be made and approved.

The process for requesting access arrangements and the evidence required will vary according to the awarding bodies requirements, the qualification specifications, the student's circumstances and any other factors that may need to be taken into consideration; therefore approval will need to be obtained on a case-by-case basis.



Approval will not be granted if an adjustment requested compromises the assessment criteria. Failure to comply with this policy may constitute malpractice and the resulting disqualification of the student.

Tutors should assist students in choosing an appropriate qualification route, making them aware of the qualification specification requirements. Students may still decide to undertake a qualification knowing they cannot fulfil the assessment requirements, in these situations a Certificate of Attendance will be issued.