

BTEC Special Consideration & Reasonable Adjustments Policy

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| Policy Owner: | Mr D Howkins, Vice Principal |
| Approved by Curriculum & Standards Committee: | |
| Ratified by Curriculum & Standards Committee: | |
| Reviewed: | Autumn Term 2023 |
| Reviewed: | Autumn Term 2024 |
| Date for further review | Autumn Term 2025 |

BTEC Special Consideration & Reasonable Adjustments Policy

Aims:

1. To make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment
2. To ensure any Special Consideration adjustment to a candidate's mark or grade to reflect temporary injury, illness, or other indisposition at the time of the examination/assessment is submitted appropriately and timely
3. To ensure that learners are not unfairly disadvantaged/advantaged during the assessment process

In order to do this, Ormiston Sudbury Academy will:

Reasonable adjustments

- Ensure any reasonable adjustment during an assessment reflects the normal learning or working practice of a learner in the centre or working in an occupational area
- Only use mechanical, electronic, and other aids to demonstrate competence that are generally commercially available or available from a specialist supplier
- Ensure any adaptations do not impact on any assessment standards or competence standards being assessed
- Only use adaptations that are recognised in current JCQ guidance and contact Pearson for further guidance, if appropriate
- Consider any reasonable adjustment on a case-by-case basis
- Provide evidence of need if requested by Pearson
- Inform the learner where a reasonable adjustment application has been submitted to Pearson
- Record all reasonable adjustments made in relation to internal assessments on Form VQ/IA and make available to Pearson on request
- Apply for reasonable adjustments to external assessments in line with deadlines published by Pearson

Special Considerations

- Apply for any special consideration at the time of the assessment and in line with deadlines published by Pearson
- Only apply for a special consideration if the situation meets current JCQ guidance
- Only apply for special consideration if the centre is satisfied that there has been a material detrimental effect on the learner performance in external or internal assessment
- Make any applications on a case-by-case basis
- Inform the learner where a special consideration application has been submitted to Pearson
- Submit special consideration requests to Pearson in line with the published requirements along with evidence requested to support the request

- Make all applications for special considerations on the appropriate form as required by Pearson
- Ensure all applications are authorised by the Principal

Managing & recording applications procedure

- Reasonable adjustments applications are only made where they are the learners normal way of working within centre or meet current JCQ guidance
- Special consideration applications are only made where they meet current JCQ guidance and are supported by a member of SLT

Secure storage of evidence to support applications

- Evidence to support applications is held in the examination office

Completion & authorisation of applications for reasonable adjustments and / or special considerations

- The exam officer completes Form VQ/IA for any reasonable adjustments applications, once authorised by member of SLT with responsibility for exams authorises
- Exams officer completes appropriate Pearson form / online process for any special consideration applications, once authorised by member of SLT with responsibility for exams authorises

Staff roles and responsibilities

- Programme Lead responsible for informing exams officer of requirement for reasonable adjustment / special consideration
- Exams officer brings requests for reasonable adjustment / special consideration to the attention of member SLT with responsibility for exams, for authorisation
- Exams officer makes applications once authorised by member of SLT with responsibility for exams

Key dates & actions for processes & procedures

- Ensure all applications are made by Pearson deadline dates

This policy will be reviewed every 12 months by the Quality Nominee.