

CVQO Reasonable Adjustment and Special Considerations Policy

Aim

1. To comply with the UK Equality Act 2010 to allow fair access to vocational qualifications and to ensure learners are not disadvantaged
2. To facilitate open access to vocational qualifications for learners who are eligible for reasonable adjustment and/or special consideration in assessments, without compromising the assessment of the skills, knowledge, understanding or competence being measured
3. To recruit with integrity, ensuring assessment of each potential learner and making justifiable and professional judgements about the learner's ability to successfully complete the assessment and achieve the qualification

In order to do this, CVQO will:

Reasonable Adjustments

- a) Make reasonable adjustments which help to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation
- b) Ensure reasonable adjustments are set in place prior to assessment commencing, wherever reasonably possible
- c) Make sure work produced following a reasonable adjustment is assessed in the same way as the work from other learners
- d) Ensure any reasonable adjustments do not affect the validity or reliability of assessment outcomes nor must they give the learner an assessment advantage

Special Considerations

- e) Consider a learner's application for special consideration where they have been fully prepared and have covered the whole course but performance in the production of controlled assessment/coursework is materially affected by adverse circumstances beyond their control
- f) Allow a short extension to submission deadlines where a learner meets the criteria for special consideration
- g) Give learners the opportunity to sit internally assessed units at a later date should extenuating circumstances prevent them from completing assessment

Definitions

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 must not affect the validity or reliability of assessment outcomes but may involve:

- changing usual assessment arrangements
- adapting assessment material
- providing assistance during assessment
- re-organising the assessment physical environment
- changing or adapting the assessment method
- alternative ways of presenting responses
- using assistive technology

Reasonable Adjustments are approved or set in place before the assessment activity takes place facilitating learners' access to the assessment activity.

Special considerations can be applied after an assessment if there was a reason the learner may have been disadvantaged at the time of assessment such as temporary illness, injury or indisposition.

The nature of internally assessed units within vocational qualifications allows reasonable flexibility to give the learner another opportunity to complete the assessment at a later date.

Learners must reach a minimum of all pass criteria to be able to be awarded a unit. Where circumstances have led to a learner not achieving a significant amount of evidence the learner may be certificated on a smaller sized qualification within the same level.

Applying for reasonable adjustments or special consideration

Requests for making reasonable adjustments or special considerations should be made in writing by the tutor or learner to qa1@cvqo.org.

CVQO will record and inform the awarding organisation of any reasonable adjustment or special consideration authorised.

Lost or damaged work

Learner's work which has been lost by the tutor or learner, whether this is at the youth organisation or missing in the post prior to arriving at CVQO's offices must be reported to CVQO at the earliest opportunity following the guidelines below:-

- CVQO will seek to verify, through other means, that the work was completed and monitored whilst it was in progress
- CVQO's Curriculum Managers will review the circumstances around the loss of learner's work and agree with the learner a plan of action

In addition to the conditions above, if a learner's work has been lost within CVQO and despite every effort it cannot be found or it has been accidentally destroyed:

- CVQO will immediately inform the tutor, learner and awarding organisation
- If only part of the work is lost and part of the work is available, CVQO will seek guidance from the awarding organisation on whether it is appropriate to accept an assessment decision for which there is no available evidence of attainment
- If the work was assessed before it was lost or damaged, grades will be submitted as normal
- If the work was not assessed before it was lost or damaged, an estimated grade may be submitted based on CVQO's Curriculum Manager's review of the circumstances around the loss of learner's work and agree with the learner a plan of action

Posthumous certification

Requests for posthumous certification should be submitted in writing by the Unit Commanding Officer to qa1@cvqo.org.

CVQO will submit an application for posthumous certification to the awarding organisation; they reserve the right to see a copy of the death certificate prior to granting posthumous certification.

This policy should be read in conjunction with other CVQO policies, including: CVQO's Recruiting Learners with Integrity Policy and CVQO's Equal Opportunities Policy.



Chief Executive

Approved: September 2018

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