

Access arrangements: Reasonable adjustments

Policy and procedures

Contents

Access arrangements: Reasonable adjustments policy

Effective from:	September 2023
For the attention of:	Heads of Centre / ASDAN QA

Policy owner	Policy approver
Qualification Manager	Compliance Manager

Review history		
Date	Version	Reviewed by
July 2018	Draft created and approved	Head of Quality Assurance and Qualifications
October 2020	Version 2	Compliance Manager
October 2021	Version 2.1	Compliance Manager
January 2022	Version 3 – Covid 19 extraordinary assessment arrangements included	Compliance Manager
September 2022	Version 4 – removal of extraordinary arrangements	Senior Quality Assurance Manager
November 2022	Version 4.1 – reordering of sections for clarity	Senior Quality Assurance Manager
September 2023	Version 5 – effective from and next review dates updated to reflect policy review schedule	Qualification Manager
Next review: August 2025	To be reviewed by Qualification Manager and approved by Compliance Manager	

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1 Introduction

This version replaces all previous versions and it is the centre's responsibility to ensure that all staff involved in the provision of ASDAN qualifications including centre assessments familiarise themselves with this version of the document

As an approved awarding organisation, ASDAN has confirmed with the regulatory authorities that it has adopted the principles outlined in:

- General/Standard Conditions of Recognition
- The Vocational and technical qualifications contingency regulatory framework (VCRF)
- Equality Act 2010

This document defines the term Reasonable Adjustments and identifies the context of particular assessment requirements and the procedures for making applications. ASDAN provides application forms and additional guidance on permitted adjustments for centres.

2 Definition of reasonable adjustments

A reasonable adjustment is any action which helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation. All adjustments will be consistent with the candidate's normal way of working and will not give the candidate an unfair advantage over other candidates. Reasonable adjustments are approved and put in place before the assessment activity takes place.

The duty to make reasonable adjustments applies to three separate requirements:

1 Adjusting the way things are done

This refers to any provision, criterion or practice which may place a disabled person at a substantial disadvantage in comparison to someone who is not disabled. These cover all aspects of teaching and assessment, for example: recruitment and selection; training; including sickness absence policies.

2 Adjusting physical features of the school or centre

It may be necessary to make adjustments to overcome barriers created by the physical features of the classroom. This includes any physical feature which puts a disabled person at a substantial disadvantage compared with a non-disabled person.

3 Providing extra equipment

The Equality Act 2010 refers to this as an auxiliary aid (for example a hearing-loop) or an auxiliary service (a person/service provider that gives assistance to the disabled person). This requirement means taking reasonable steps to provide an auxiliary aid where the absence of such an aid would place a disabled person at a substantial disadvantage when compared with persons who are not disabled.

2 Definition of reasonable adjustments

2.1 Examples of reasonable adjustments

Examples of reasonable adjustments can include:

- Giving more one-to-one support to help prioritise the work of a candidate suffering from anxiety
- Allowing more frequent breaks for someone with diabetes to get the right amount of food or drink throughout the day
- Giving more time for someone with dyslexia to do any written or reading tests that are part of the assessment process
- Modifying instructions or reference manuals (eg providing them in Braille or large print)
- Providing additional or tailored training, coaching or mentoring (eg for someone with severe dyslexia)
- Adjusting teaching hours (eg allowing someone whose medication causes side effects of fatigue a later or flexible start time, or more frequent rest breaks)
- Changing the place of study (eg moving an individual with limited mobility to a ground-floor location or allowing home learning for part of the week)
- Providing special equipment (eg voice-activated software for someone with a visual impairment)
- Providing a reader or interpreter (eg for someone who is deaf)
- Changing the method of doing the assessment (eg allowing a candidate who cannot drive due to epilepsy to use buses for travel)
- Modifying procedures for testing or assessments as part of a group exercise – this will need to be pre-approved by ASDAN before teaching and assessments start

3 Reasonable adjustments guidance

3.1 Application of reasonable adjustments

Where work has been recorded on behalf of a candidate, this should be annotated appropriately by the person acting as scribe or transcribing the materials. The centre must identify the name and position of scribe at the front of the portfolio.

Where materials for assessment have been produced in Braille or Moon, the centre should ensure that these are made accessible to the external moderator.

3.2 Centre requirements

It is not necessary for centres to formally apply for most reasonable adjustments. However, centres are required to write a letter of declaration which outlines what arrangements have been put in place for a candidate and the specific reason.

The letter should be written on the centre's headed paper and should include a signed declaration that only the candidate's own words have been recorded. This must be included at the front of the candidate's portfolio when submitting for moderation.

Where possible, centres should include additional evidence to support their declaration, such as letters from other awarding organisations granting the provision of reasonable adjustments.

It is important to ensure that if reasonable adjustments are being used for a candidate with disabilities, these specific disabilities have been entered on the assessment checklist to facilitate checking by the External Quality Assurer.

3.3 Queries regarding reasonable adjustments

If centres have any queries regarding reasonable adjustments, they are advised to contact ASDAN's Centre Support, Compliance and QA team on 0117 941 1126 or email compliance@asdan.org.uk

The table under 4.3.1 indicates the reasonable adjustments that can usually be made. For qualifications which are internally assessed, centres do not need to apply to the awarding organisation. However, centres must make reasonable adjustments that are in line with the awarding body's policies.

Any reasonable adjustment **must** reflect the normal learning or working practice of a learner in a centre and must not compromise assessment requirements or give the learner an advantage over other learners undertaking the same or similar assessments.

All reasonable adjustments made in relation to internal assessments must be recorded and held on file within the centre for inspection by the awarding organisation.

3 Reasonable adjustments guidance

Centres have a duty to seek advice from ASDAN if they are unsure if the reasonable adjustment proposed is in line with this guidance, or where they do not consider that they have the necessary expertise to judge whether a reasonable adjustment is needed and or how it should be applied. Advice can be sought from the ASDAN Qualifications and Compliance team on 0117 941 1126 or email compliance@asdan.org.uk

3.3.1 Reasonable adjustments available to centres

Supervised rest breaks
Change in the organisation of assessment room; separate accommodation or alternative venue
Change or adaptation of the assessment method
Use of coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners
Use of assistive software/technology
Use of bilingual/translation dictionaries
Assessment material in enlarged format
Assessment material in Braille/BSL Language modified assessment material
Assessment material on coloured paper
Assessment material in audio format
Use of ICT
Responses using electronic devices
Responses in Braille/BSL
Computer Reader, Reader, Read aloud or examination reading pen
Scribe ¹ ; Practical assistant; Transcriber; Other
BSL/English interpreter
Prompter (a person who assists a candidate in staying on task)

1 Centre must identify name and position of scribe at the front of the portfolio, and include a signed declaration that only the candidate's own words have been scribed.

4 Procedure for applying for reasonable adjustments

- 1 Particular assessment requirements are identified within a centre and reference is made to ASDAN's Reasonable Adjustments Guidance. Following internal consideration, a decision is made either that an application is made to the awarding body or that the centre will allow access arrangements (depending on the nature of the adjustment required). If particular assessment requirements are identified that might result in the learning outcome or assessment criteria being altered, then the centre is advised to apply for Reasonable Adjustments.
- 2 Applications are made in writing to compliance@asdan.org.uk using copies of the forms provided on the ASDAN website: asdan.org.uk/policies-regulations-and-centre-guidance, together with relevant supporting evidence. Applications must be sent as early as possible and no later than 10 working days prior to the external moderation.
- 3 Once received by ASDAN details are recorded on a proforma and, if necessary, acknowledgement sent in writing within five working days. Where a formal notification is issued by ASDAN, this should be inserted at the front of the portfolio prior to moderation.
- 4 If necessary, the application is discussed with the Compliance Manager and appropriate other senior staff (e.g. Principal Moderators) and raised as a standing item on the QA Managers' meeting agenda.
- 5 Centres and other relevant persons are informed of the decision in writing within one week of the request.
- 6 If the decision is not straightforward and cannot be made without further consultation, advice is sought from other bodies (eg Ofqual, other regulatory bodies). In the event of continued consultation acknowledgement is sent to relevant parties. Centres are informed of final decisions in writing as soon as possible.
- 7 The Compliance Manager ensures that relevant candidates are included in the moderation sample, and notifies the relevant External Quality Assurer of any reasonable adjustment, to ensure requirements have been met by the centre.
- 8 The whole process is monitored through proforma, as a standing item on the QA Managers' meeting agenda, and reported as part of the annual self- evaluation process.
- 9 ASDAN will provide reports on data and information on access arrangements to the regulatory bodies on request.
- 10 Details of access arrangements requested are saved and all information relating to this is recorded on the relevant proforma and retained for monitoring purposes.

5 Associated policies and procedures

Document name	Responsible person
Centre approval: Guidance for ASDAN qualifications	Compliance Officer
Appeals and Enquiries About Results Policy	Senior Quality Assurance Manager
EPQ Post Results Review and Appeals Policy	Senior Quality Assurance Manager
Assess Arrangements: Special Consideration	Compliance Manager
Document Retention Policy	Compliance Manager
Qualification Development Policy	Qualification Manager
Validity and Reliability Policy	Qualification Manager
QA Review Process for Centres	Quality Assurance Officer





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