

ASDAN Reasonable Adjustments to Assessment Policy and Procedure

Policy Owner – Head of Quality

Review history	
Date	Version
July 2018	Draft created and approved
October 2020	Version 2
October 2021	Version 2.1
January 2022	Version 3 – Covid 19 extraordinary assessment arrangements included
September 2022	Version 4 – removal of extraordinary arrangements
November 2022	Version 4.1 – reordering of sections for clarity
September 2023	Version 5 – effective from and next review dates updated to reflect policy review schedule
August 2025	Version 6 – full review and update
Next review	August 2027

1. Purpose

1.1 ASDAN qualifications are regulated by Ofqual (England and international), CCEA (Northern Ireland) and Qualifications Wales (Wales).

1.2 This policy and procedure responds to Condition G6 and G9.2, of the General Conditions of Recognition (Ofqual and CCEA, 2025) and Standard Conditions of Recognition (Wales, 2024) and Equality Act (2010).

1.3 This document is for the attention of:

- ASDAN trustees, staff and associate staff
- ASDAN centres
- Learners and their parents/carers (where appropriate)
- ASDAN's regulators: Ofqual, CCEA, Qualifications Wales
- Other stakeholders

ASDAN Reasonable Adjustments to Assessment Policy and Procedure

1.4 This document applies to the following ASDAN products:

- Qualifications regulated by Ofqual, CCEA and Qualifications Wales
- Personal Development Programmes (Bronze, Silver, Gold)
- Preparing for Adulthood Programmes
- My Independence

1.5 ASDAN defines the term ‘reasonable adjustment’ to be an adjustment to an assessment which enables a disabled learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required as set out in the qualification or programme specification and guidance.

2. Policy

2.1 For the purposes of this policy, a reasonable adjustment is an adjustment which reduces the effect of a disability or difficulty that would otherwise put a learner at a substantial disadvantage compared to other learners, within the context of the assessment of learning.

A reasonable adjustment must not give the learner an advantage over another learner or group of learners.

Any reasonable adjustment applied must not impact on the validity of the assessment outcome.

2.2 Examples of reasonable adjustments to assessment include:

- use of assistive software or technology
- learner responses recorded using a digital device
- use of computer reader, reader or examination reading pen
- additional time for a learner to complete an assessment activity
- assessment materials in a modified or alternative format e.g. in audio format, in braille or large print or printing written assessment resources on coloured paper
- choosing an alternative assessment method or format of evidence
- use of a scribe or transcriber for written evidence
- access to a BSL interpreter
- supervised rest breaks

2.3 Not all access arrangements require the centre to apply to ASDAN. For example, a scribe may be required where a learner is unable to produce legible evidence. Although there is no requirement to apply for permission to use a scribe, the centre must annotate the learner’s portfolio accordingly, so that ASDAN is aware that the work has been verified as the learner’s own work. Other access arrangements for portfolio-based qualifications that a centre is able to grant without prior permission from ASDAN include the use of IT, a prompter or reader and enlarged format recording documents. Requirements may differ for project-based qualifications.

ASDAN Reasonable Adjustments to Assessment Policy and Procedure

2.4 In instances where it is not possible to choose assessment activities and evidence formats that are accessible to learners and permitted by the qualification, all reasonable adjustments to assessment must be approved by ASDAN.

Reasonable adjustments to assessment will not be approved after assessment has taken place or where centre results have already been submitted to ASDAN.

Assessment where a reasonable adjustment has been applied must be included in the samples for internal and external quality assurance.

ASDAN reserves the right to deny any application for the use of a reasonable adjustment, for example where insufficient evidence is provided to support the application, where the adjustment affects the validity and reliability of assessment or where the adjustment gives the learner an unfair advantage over another learner or group of learners.

ASDAN monitors the use of reasonable adjustments to assessment by its centres through its regular centre, qualification and data monitoring processes.

Details of reasonable adjustments to assessment are submitted to ASDAN's regulators as required.

2.5 Correctly completed and submitted applications for reasonable adjustments to assessment will be reviewed by a member of ASDAN's Quality and Qualifications team with an outcome communicated to the centre within 5 working days.

ASDAN may request additional information and/or evidence prior to making a decision regarding the approval of an application for use of a reasonable adjustment. Review of additional information and/or evidence may result in a delay to ASDAN communicating the outcome of the application to the centre.

2.6 Centres must consider whether learners will require a reasonable adjustment to assessment during assessment planning.

Applications for reasonable adjustments to assessment must be submitted and approved by ASDAN prior to assessment taking place.

Applications for reasonable adjustments should be made on an individual learner basis. In the event that assessment is not accessible to all learners in a group, the assessment methodology and task and evidence format should be reviewed and revised so that they are accessible to learners.

Centres should provide relevant and sufficient evidence to support an application for each reasonable adjustment to assessment.

Examples of evidence to support an application for reasonable adjustment to assessment include:

- a medical certificate
- a statement or professional assessment report
- a statement from an appropriate professional practitioner
- written approval from another awarding organisation granting permission for the same reasonable adjustment for the named learner

Centres must ensure that any personal learner data shared with ASDAN is done so securely, e.g. using a secure file-sharing platform or by using an encrypted email attachment.

ASDAN Reasonable Adjustments to Assessment Policy and Procedure

The use of any reasonable adjustment to assessment must be recorded clearly and accurately within learner work. For example, the use of a scribe must be annotated, signed and dated, adapted assessment materials must be included in the learner's portfolio.

Centres must retain all records relating to reasonable adjustments for the purposes of internal and external quality assurance, in line with ASDAN's Retention of Assessment Materials Policy.

2.7 Failure to comply with this policy and procedure may result in an investigation into potential malpractice at the centre.

2.8 Centres should contact quality@asdan.org.uk with any queries about this policy.

3. Procedure

- The assessor identifies the requirement for a reasonable adjustment to assessment during assessment planning, consulting the qualification specification to determine whether it requires an application for reasonable adjustment
- The assessor completes ASDAN's **Reasonable Adjustment Application form** and prepares accompanying evidence
- The Internal Quality Assurer (IQA) reviews the Application for Reasonable Adjustment form and accompanying evidence
- The IQA signs off the Application for Reasonable Adjustment form, requests additional evidence, or rejects the request
- If signed-off by the IQA, the centre submits the signed and dated Reasonable Adjustment Application form, with accompanying evidence, to ASDAN via quality@asdan.org.uk as soon as possible and before assessment takes place. Personal data shared with ASDAN must be shared securely e.g. encrypted
- ASDAN will acknowledge receipt of a correctly submitted Application for Reasonable Adjustment form within 5 working days
- ASDAN will notify the centre of its decision whether to approve or reject the application within 10 working days of receipt of the application
- Where further information or evidence is required, ASDAN will request this from the centre within 10 working days of receipt of the application
- In the event that ASDAN is unable to make a decision whether to approve the application, ASDAN will provide an update on the progress of the application to the centre
- The centre includes learners with an approved reasonable adjustment to assessment in the centre's IQA sampling plan and samples the learner's work accordingly
- The centre submits portfolios that include a reasonable adjustment to assessment in the sample submitted to ASDAN for external quality assurance sampling (formerly moderation)

ASDAN Reasonable Adjustments to Assessment Policy and Procedure

- The centre retains records of all applications for reasonable adjustments to assessment in line with ASDAN's Retention of Assessment Material Policy

4. Associated Documentation

Document name
Reasonable Adjustments Application form
Special Considerations Policy and Procedure
Appeals Policy
Centre Approval Policy and Procedure
Equity, Diversity and Inclusion Policy
Malpractice and Maladministration Policy and Procedure
Retention of Assessment Materials Policy
Sanctions Policy
Centre Agreement for Qualifications
Internal Quality Assurance Guidance
External Quality Assurance Sample Centre Checklist