

ASDAN Special Considerations Policy and Procedure

Policy Owner – Head of Quality

Review history	
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July 2018	Version 1
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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 G7 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

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

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- My Independence

1.5 ASDAN defines the term “special consideration” as consideration to be given to a learner who has temporarily experienced an illness or injury, or some other event outside of the learner’s control, which has, or is reasonably likely to have, materially affected the learner’s ability to take an assessment, or demonstrate their level of attainment in an assessment.

2. Policy

2.1 The term special consideration applies post-assessment and may be applied for learners who suffer temporary illness, injury or indisposition at the time of assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a learner’s ability to take an assessment or demonstrate their normal level of attainment in an assessment. It may not be considered at all if alternative assessment arrangements can be made.

2.2 Learners cannot enter a plea for special considerations for assessment solely on the grounds of a pre-existing disability or learning difficulty and must declare their needs prior to the assessment period. All necessary reasonable adjustment arrangements must have been implemented before the time of the assessment. Please see ASDAN Reasonable Adjustments Policy and Procedure for further information.

2.3 Special considerations are typically circumstances relating to the health and/or life events of a learner which are of a sufficiently serious and significant nature to result in them being unable to attend, complete or submit an assessment on time.

2.4 Before a planned assessment, centres should consider whether use of a reasonable adjustment would enable the learner to access the assessment. Special consideration should be applied for as soon as possible after it is known that assessment could not take place as planned. For example, a learner who breaks their wrist 6 weeks before a planned assessment may be able to access that assessment through use of a laptop for typing or use of a scribe or may be sufficiently recovered to be able to access the assessment as normal, but a learner who breaks their wrist on the morning of the planned assessment and misses the planned assessment as a result, could be eligible for special consideration.

2.5 Special considerations are also expected to be either:

- unforeseeable, in that the learner could have no prior knowledge of the event concerned or
- unavoidable, in that the learner could have done nothing reasonably in their power to prevent or avoid such an event

2.6 If the assessment has been partially achieved, special consideration may be considered and will depend on their circumstances. It should reflect the difficulty faced by the learner or the reason for the special consideration request. Special consideration should not give the learner an unfair advantage. The learner’s result must reflect their achievement in the assessment and not necessarily their potential ability.

2.7.1 In the case of an on-demand assessment, where a learner’s performance is likely to be affected by circumstances beyond their control, the assessment should be rescheduled. However, if this is not possible, the centre should contact ASDAN as soon as possible. If an on-demand assessment cannot be rescheduled and the learner has completed all the other required components/units for the qualification,

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it may be possible to apply for special consideration. However, ASDAN will explore all options for the learner to take the assessment first, before applying special consideration.

2.7.2 A learner who is fully prepared and present for a scheduled assessment may be eligible for special consideration if:

- Performance in an assessment is affected by circumstances beyond the control of the learner e.g. recent personal illness, accident, bereavement, serious disturbance during the assessment
- Alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate
- Part of an assessment has been missed due to circumstances beyond the control of the learner
- There is a sufficient difference between the part of the assessment to which special consideration is applied and other parts of the qualification that have been achieved to infer that the learner could have performed more successfully in the assessment

2.7.3 A learner will not be eligible for special consideration if:

- No evidence is supplied by the centre that the learner has been affected at the time of the assessment by a particular condition
- Any part of the assessment is missed due to personal arrangements including holidays or unauthorised absence
- Preparation for an assessment is affected by difficulties during the course, for example, disturbances through building work, lack of proper facilities, changes in or shortages of staff, or industrial disputes

2.7.4 Where an assessment requires a criterion or standard to be met fully, it may not be possible to apply special consideration. It may be more appropriate to offer the learner the opportunity to take the assessment at a later date. In all cases, where applicable, unit certification is available.

2.8.1 In the case of partially completed internal assessments, where learners are only able to complete some of the tasks within an assessment due to disruption or adverse circumstances, centres should check whether any permissible adaptations would be appropriate or useful to allow the learner to complete the assessment in the first instance. When and how the assessments were completed should be captured to support assessment and subsequent external quality assurance by ASDAN.

2.8.2 Special consideration is not available where:

- There is another assessment opportunity available to the learner within the academic year
- The learner has already taken and passed the assessment
- The learner has not completed all the other required components/units for the qualification

2.8.3 Evidence of incomplete assessments could include:

- Partially completed assessments
- Other completed comparable assessments

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- Practice or mock assessments
- Teacher observations
- Internal assessor notes or decisions

2.8.4 Centres must keep clear records of the assessments their learners have completed, along with any mock or formative assessments. Where possible, these should be stored electronically. These records will support the special consideration process.

2.8.5 If the learner or cohort has been unable to complete a planned assessment, please contact ASDAN. There may be other instances where centres may feel it appropriate to request special consideration. In all cases, centres are required to put that request in writing to quality@asdan.org.uk. Each request will be judged on a case-by-case basis.

2.9.1 Lost or damaged work could be another reason for applying for special consideration for learners. The centre must be able to verify that the work was completed and that it was monitored whilst it was in progress. Centres must provide as much detail as possible and provide any documentation used by the centre for tracking learner work. This will provide evidence that the work was completed and that it was monitored whilst in progress.

2.9.2 Lost or damaged work must not be the consequence of negligence on the part of the learner or the centre. Details should be provided to outline how work was lost / damaged to assist ASDAN with approving the special consideration.

3. Procedure

3.1 Applications for special consideration must be made in writing by a senior member of staff, per learner/cohort, per assessment and sent to ASDAN. Details of the circumstances supporting the application must be supplied. No applications will be accepted if submitted directly by learners, parents or employers.

1. The need for special consideration is identified within a centre. Following internal discussion, a decision is made that an application should be made to ASDAN.
2. Applications are made in writing to quality@asdan.org.uk using the Special Considerations application form provided on the ASDAN website, together with a list of supporting evidence.
3. Applications must be sent as early as possible following the event, and at the latest 20 working days prior to any EQA sampling activity which relates to the affected learner.
4. Applications will not be accepted after the publication of results. It is important to process applications before the issue of results, so it may not be possible to respond individually to each request.
5. Once received by ASDAN, details are recorded in the incident log and acknowledgement sent within five working days.

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6. The application is investigated within the Quality team, escalating to senior management and involving external consultant EQAs, if required.
7. Centres and other relevant people are informed of the decision in writing within 14 days of the request.
8. All information relating to the request is retained for ASDAN records.
9. If the decision is not straightforward and cannot be made without further consultation, advice may be sought from Ofqual or another relevant regulatory agency. In the event of continued consultation, acknowledgement is sent to relevant parties. Centres are informed of the final decision in writing, as soon as possible.
10. ASDAN will routinely provide reports of data and information on special considerations to the regulators upon request.

4. Associated Documentation

- Reasonable Adjustments Policy and Procedure
- Appeals Policy
- Centre Approval Policy
- Equity, Diversity and Inclusion Policy
- Malpractice and Maladministration Policy and Procedure
- Retention of Assessment Materials Policy
- Sanctions Policy
- ASDAN Centre Agreement
- Internal Quality Assurance Guidance