



Reasonable adjustments Policy

Policy owner	Policy date approved	Policy review date
Dionne Ruddock	January 2024	January 2025

Scope of Policy

This policy covers the delivery of The Academy of Success, End-Point Assessments (EPA) which are subject to internal and external Quality & Compliance. The Academy of Success EPA products include those which may be offered and/or delivered under The Academy of Success.

The policy also forms part of a suite of policies for The Academy of Success's EPA products and services, all of which are designed to:

- protect Students who are registered with us;
- minimise the risk of an Adverse Effect occurring;
- help support us and all other partners involved in risk management and risk minimisation;
- help ensure we and all partners comply with all relevant legislation and guidance;
- help improve and refine our products and services.

For our partners, this policy supports compliance with the Contract. It does not replace any of the requirements contained within that Contract. Non-adherence to our policies may constitute maladministration, malpractice and/or a breach of the Contract. Please ensure all policies are read and implemented carefully.

Purpose of the policy

Our policy assists us and our partners, by outlining the framework for investigating and dealing with reasonable adjustments and special considerations. This is important in situations which could result in a detrimental effect to the Student and/or could potentially compromise the integrity of our standards, systems and/or processes.

Who needs to know about the policy?

Partners must make sure that Students and staff, who are involved in the design, delivery, management, assessment and/or quality assurance of our EPA, are familiar with the contents of this policy. Staff can include site, sub-site or contractual staff.

Obtaining copies of the policy

Partners can request a copy of the policy from our platform or request copies from The Academy of Success's HR Representative.

Reviewing the policy

We will review this policy annually, as a minimum, and where otherwise necessary, and may revise it in response to the findings of any review. Any updates will be published to our Learners and Tutors.

Complaints

Partners have the right to express their dissatisfaction regarding our actions, products or services. Please refer to The Academy of Success Complaints Procedure, available via the HR Representative.

Overview of reasonable adjustments and special considerations

The Equality Act 2010 requires End-Point Assessment Organizations (EPAOs) to make reasonable adjustments to ensure a Student who is disabled as defined in the Act are not placed at a substantial disadvantage in comparison to Students who are not disabled.

Assessment should be a fair test of an Student's knowledge and what they are able to do; however, for some Students, the usual format of assessment may not be suitable. Therefore, some Students may require reasonable adjustments to allow them to access assessments fairly.

There are two ways in which access to fair assessment can be maintained:

1. **Reasonable Adjustments** - can be agreed before the assessment takes place for Students who are disabled within the meaning of the Equality Act 2010 and would be at a substantial disadvantage in comparison to someone who is not disabled.

A reasonable adjustment may be unique to that individual and may not be included in the list of available Reasonable Adjustments. Whether an adjustment will be considered reasonable will depend on several factors which will include, but are not limited to:

- the needs of the disabled candidate;
- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the candidate and other candidates.

An adjustment will not be approved if it:

- involves unreasonable costs to the awarding body;
- involves unreasonable timeframes; or
- affects the security and integrity of the assessment.

This is because the adjustment is not 'reasonable'.

2. **Special Considerations** - can be applied any time during EPA period or post assessment for Students who have temporarily experienced illness, injury or some other event outside of their control either during an assessment or during the overall EPA period. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. Every request must be reviewed on a case by case basis.

Special consideration can go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. This is because only minor adjustments can be made to EPA stipulations. To make larger adjustments would jeopardize the integrity of EPA.

A reasonable adjustment or special consideration is any action that helps to reduce the effect of a disability, difficulty or circumstances that places the Student at a substantial disadvantage in the assessment situation.

Reasonable adjustments and/or special considerations should not give the Student an unfair advantage.

The Student's result must reflect his or her achievement in the assessment and not necessarily his or her potential ability. Adjustments must not affect the integrity of what is being assessed or compliance with the requirements of assessment.

The provision for reasonable adjustments and/or special condition arrangements are made to ensure that Students receive recognition of their achievement so long as the equity, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessments easier for Students, nor are they to give Students a head start.

All Students, regardless of their reasonable adjustment or special consideration, must still meet the minimum requirements to achieve.

EPAOs and partners are only required by law to do what is 'reasonable' in terms of applying adjustments or considerations. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment.

Other factors, such as compliance with requirements of Assessment Plans or regulatory conditions, will also be taken into consideration. For Reasonable Adjustments.

If you require a copy of 'When is a reasonable adjustment or special consideration applied', or if you wish to request a reasonable adjustment or special consideration, please contact the HR Representative.

Timescales

To ensure that requests can be honoured before an assessment takes place, you are required to submit reasonable adjustment requests 3 months prior to assessment. Any requests submitted outside of this time-frame may not be approved, or we may not be able to meet the requirements for planned assessment dates. Once a request for a reasonable adjustment is received, The Academy of Success will aim to review the request and evidence provided within 10 working days. Reasonable adjustment(s) will not be approved until sufficient evidence is provided.

Special considerations can be applied any time during EPA, if an extenuating circumstance affects the Student's ability to conduct EPA during the EPA period. If you feel an actual assessment outcome was affected by an extenuating

circumstance that occurred at the time of assessment, we will only accept requests for special consideration after the results of that assessment have been released.

To request a special consideration for an extenuating circumstance that occurred within assessment, you should request a special consideration within 5 working days of the grade release. Once a request for a special consideration is received, The Academy of Success will aim to review the request and any available evidence within 10 working days.

Special consideration(s) will not be approved until sufficient evidence is provided

Outcomes of requests

1. Outcomes of a reasonable adjustment request or special considerations

The outcome of a reasonable adjustment or special consideration request could be:

- approval of requested adjustment / special considerations
- rejection of your request due to regulation/policy stipulations
- rejection of your request based on insufficient or invalid evidence
- rejection of your request based on internal records of assessment
- rejection of your request based on the reasonableness of the request, as mentioned in section 1
- suggested alternative adjustment / special considerations

2. **Appealing our decision**

If partners are dissatisfied with the outcome of the request that has been submitted, they may submit an appeal in line with our complaints procedure.