



Reasonable Adjustment Policy

2021-2022

1. Introduction

‘Special Considerations’ means the arrangements made to modify assessments for candidates experiencing illness, injury or disability.

Special Considerations can be split into two separate areas; pre-assessment and post-assessment.

Pre-assessment special considerations, which are approved before an examination or assessment, are intended to allow attainment to be demonstrated; for example, the production of a modified paper for a candidate with a visual impairment, whose need has previously been established. These are also known as reasonable adjustments.

Post-assessment special considerations, which may be given following an examination or assessment, are intended to ensure that a candidate with a temporary illness, injury or indisposition at the time the assessment is conducted is given some recognition of the difficulty he/she has faced. These are also known as extenuating circumstances.

There will be instances when a candidate is either too unwell or distressed to cope adequately with an assessment and in such cases the special consideration may be to allow the candidate to take the assessment at a later date as if for the first time, with no maximum limit on his/her attainment.

ESTYA has a responsibility to ensure that all its candidates have equal opportunities to reach their full potential. In some instances, candidates may require adjustments to the assessment process to give them an equal opportunity.

Examples

1.1 Pre-assessment Special Considerations

The table below lists some examples of common special considerations or disabilities or effects that may lead to the application of pre-assessment adjustments. This is not an exhaustive list:

Special Consideration type	Examples	Typical adjustment
Communication and Interaction	Written communications difficulties, autism, dominant hand injury	Extra time, scribe, word processor
Cognition and Learning	Learning difficulty, dyspraxia, dyslexia	Extra time, reader, scribe
Sensory and Physical Needs	Restricted language/vocabulary, visual impairment, colour blindness	Braille paper, large print, coloured paper, extra time
Behavioural, Emotional and Social Needs	Obsessive-compulsive disorder (OCD), Asperger’s syndrome, Tourette’s syndrome	Prompter, rest breaks, alternative venue

1.2 Post-assessment Special Considerations

An application may be made for post-assessment special consideration either:

a. When a candidate's performance in an examination may have been affected by circumstances beyond his/her control, for example:

- a personal trauma or upset shortly before or at the time of the examination, such as bereavement or family crisis
- a minor injury occurring immediately before the examination, such as a sprained wrist
- a sudden malfunction of the computer immediately before the examination, if it is required as part of the assessment
- serious disturbance at the time of the examination, such as noise from nearby building works
- any other circumstances as deemed acceptable by the NCC Education Assessments Board.

OR

b. When the examination is not completed due to circumstances beyond the candidate's control, for example:

- illness part way through an examination
- disruption to the examination by external factors, such as a fire alarm or power failure.

Post-assessment special considerations are intended to allow for those who suffer sudden minor illness or injury at the time of the examination and do not include those who are injured in advance of the examination or are ill at the time. It is not advisable for a candidate who is unwell to attend for an examination, nor for those experiencing illness or injury to be assessed under disadvantageous circumstances that cannot be taken into account by the examiner.

2. Process for Requesting Special Considerations

If a candidate believes that illness or other personal circumstances have adversely affected their academic performance, this is known as 'Special Considerations'. If a candidate wishes for these to be considered by the campus, he/she must complete a Mitigating Circumstances form. All claims must be substantiated by a written documentary evidence, for example, a medical certificate or a doctor's letter. The Extenuating Circumstances process is in place to ensure that candidates are not penalised for genuine challenges or difficulties affecting their academic performance.

All claims will be reviewed by the Student Office and candidates will be contacted via their campus email account to let them know once approval has been made.

We expect all candidates to take responsibility for their studies to ensure that they realise their full academic potential. However, we understand that sometimes difficulties may arise which may affect their academic performance.

If a candidate is absent from an examination or any other assessments or have other valid grounds that their studies have been affected by external factors, they must bring this to the attention of their personal tutors or the Student Office immediately. Whilst we recognise candidates can sometimes be reluctant to discuss cultural, sensitive, or personal issues, it is vital that they bring these to our attention so we can determine the best way to support them.