

Reasonable Adjustments and Special Considerations

This policy is for learners who are undertaking or have completed a SimTrainer UK qualification. We are committed to complying with all current and relevant regulation and legislation to the development and delivery of our courses.

The standard format of assessment may not be suitable for all learners; therefore, we seek to ensure that our assessments and qualifications do not prevent any learners from attaining them. Our aim is to facilitate fair access for all learners who are eligible for reasonable adjustments or special considerations in assessments, whilst ensuring that the assessment of understanding, knowledge, skills and competence is not compromised in any way for all of the protected characteristics within the Equality Act 2010. Please refer to our Equal Opportunities Policy for more information.

This policy will also be used by our staff to ensure they are dealing with all reasonable adjustments and special considerations requests in a fair and consistent manner.

This policy outlines the following:

- Arrangements for making reasonable adjustments and special considerations in relation to the delivery and assessment of our qualifications
- How learners qualify for reasonable adjustments and special considerations
- Reasonable adjustments we will accept and requests that are required prior to them being applied
- What special considerations can be granted for learners

At SimTrainer UK, we recognise that reasonable adjustments or special considerations may be required at the time of assessment where the following applies:

- Learners have a permanent disability or specific learning needs
- Learners have a temporary disability, learning needs or medical condition
- Learners are not available at the time of assessment

Reasonable adjustments and special consideration arrangements are available to ensure all learners receive recognition of their achievement providing there is evidence that the equity, validity and reliability of the assessments can be assured. These arrangements should not be used to make assessments easier for learners or give learners a head start and should not disadvantage other learners.

All requests for reasonable adjustments and special considerations will be reviewed on an individual basis and all the information received will be considered.

Definition of a Reasonable Adjustment

A reasonable adjustment relates to any actions that help to reduce the effect of a disability or difficulty, which may place the learner at a disadvantage during the delivery of a qualification or an assessment situation. They are applied to an assessment process for a qualification to enable a learner with a disability or difficulty to demonstrate their knowledge, skills and understanding of the levels of attainment required in the qualification specification.

When a reasonable adjustment has been applied, the work produced by the learner will be marked to the same standards and assessment requirements as the work assessed of the other learners.

Definition of a Special Consideration

Special consideration is a post-assessment adjustment to the marks of a learner's assessment paper or rearrangement of an assessment time and/or date.

A special consideration can be granted after an assessment has taken place if a learner may have been disadvantaged; for example, offering the learner a resit.

Principles of Granting Reasonable Adjustments

SimTrainer UK will make reasonable adjustments by ensuring that the following applies:

- Reasonable adjustments granted provide learners with the opportunity to demonstrate their attainment
- The reasonable adjustment compensates for any disadvantage imposed by the disability or difficulty but do not disadvantage others
- Certificates issued do not mislead anyone regarding the learner's attainment
- The assessments were rigorous and fair
- The assessment activity is valid and is measurable against the assessment criteria
- Assessment results are reliable

Reasonable adjustments that may be requested are as follows (pre-assessment notice is required):

Visual impairments

- Use of modified enlarged manuals or assessment papers where enlarged text would allow access to fair delivery and assessment

Dyslexia

- Use of appropriate handouts
- Use of coloured overlays or handouts printed on coloured paper
- Sans serif font utilised

- Font size always 12pt or above
- Highlighters provided so learners can track where they are up to in the text
- Multifaceted approach to learning – ie, reading, writing, doing, listening

Assessment extension time

- An allowance of 25% extra time is permissible for assessment papers if the learner has learning difficulties, supported by an assessment report evidencing the need for the adjustment
- Extra time is *not permitted* in practical assessments.

SimTrainer UK may reject requests in situations as follows:

- Reasonable adjustments must not invalidate the assessment requirements set out in the qualification specification
- Must not give the learner an unfair advantage compared to other learners for whom a reasonable adjustment has not been granted.

Procedure to Request a Reasonable Adjustment

SimTrainer UK will endeavour to identify learner needs as soon as possible to ensure the appropriate adjustments are reviewed, and implemented upon approval. Joining instructions will ascertain if learners have any learning difficulties so we can prepare accordingly.

The process for requesting access arrangements and the evidence required may vary dependent upon the qualification specification, the learner's circumstances and any other factors that need to be taken in to consideration.

Reasonable adjustments may cover all of the course content and not just the assessment. We ask that a request is submitted to SimTrainer UK prior to the course starting: if the adjustment is to an assessment paper, a minimum of 14 days' notice is required. All arrangements for adjustments must be approved by SimTrainer UK before being implemented.

All requests for reasonable adjustments and special considerations will be reviewed on an individual basis and all the information received will be considered.

SimTrainer UK will not approve any adjustments that may compromise the assessment criteria and that may disadvantage other learners.

Regardless of the application for reasonable adjustments, we will endeavour that tutors are provided with a variety of accessible learning resources for cases where learners do not wish to disclose a disability or difficulty.

Principles of Granting Special Considerations

Learners must have attended the course for the appropriate amount of guided learning hours and have been fully prepared by the tutor to take the assessment. If their performance in the assessment is affected by adverse circumstances beyond their control, a special consideration may be granted for a learner if they have temporarily experienced any of the following:

- Illness or injury
- An event out of the learners control which has or is likely to have an impact on the learner's ability to take an assessment or demonstrate their levels of attainment during the assessment.

Any special considerations granted must:

- Treat all learners fairly
- Require the learner to fully meet the assessment requirements
- Maintain the relevance, reliability and comparability of the assessment.

They must not invalidate the assessment requirements set out in the qualification specification.

Special considerations should not give the learner an unfair advantage, neither should it mislead an employer/training provider regarding the learner's achievements for certification. The learner's results must reflect the achievement in assessment and not their potential ability.

- If a special consideration is granted, this will not result in a post-assessment adjustment to the marks of the learner. Our summative assessments require the learner to demonstrate practical competence and the assessment criteria must be fully met.
- This may be that a resit is granted in class, or remotely through Socrative - ie have to leave due to emergency and can't complete the test
- If they have to leave they will receive digital copies of course materials to recap so they are not disadvantaged
- The minimum passing mark is 70% for all assessments and a resit is automatic if under this threshold.

SimTrainer UK will not approve any special considerations that may compromise the assessment criteria and that may disadvantage other learners.

Failure to comply with this policy may constitute malpractice and the resulting disqualification of the learner.

Centre Responsibility

It is important that all centre personnel involved in the management, assessment and quality assurance of all SimTrainer UK qualifications, are fully aware of the contents within this policy and ensure their learners are made aware of the policy when undertaking or completing any of our qualifications.

Arrangements Not Covered Within This Policy

If any circumstances arise relating to the course or assessment and are not covered within this policy, please contact us to discuss prior to the assessment taking place.

Appeals

If you wish to appeal against our decision to decline a request for a reasonable adjustment or special consideration please refer to our Appeals Policy, this is available on our website or you can request a copy by contacting us.

Monitoring and Review

This policy and its procedures will be reviewed regularly for improvements as part of our quality assurance requirements. This will ensure it is fit for purpose and reflects the services we deliver which are relevant to the requirements of individual needs.