



Special Considerations and Reasonable Adjustments Policy

Introduction

This policy is designed for candidates who have enrolled on any course or renewal at The Hawthorns School within the Approved Training Centre (ATC/P). It is also for use by our staff to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner. This policy may be applicable before or during a course delivery.

Definition of Reasonable Adjustments

A reasonable adjustment is an alteration which can be made that would enable a candidate with a disability or difficulty to participate in a course without being at a disadvantage compared to other candidates in the same assessment situation.

It is important that reasonable adjustments do not give the candidate an unfair advantage over others undertaking the same assessment. Where a reasonable adjustment is made, the candidate will be marked by the same standard as all other candidates.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing usual assessment arrangements, for example allowing a candidate extra time to complete the assessment activity (unless the assessment is required as a standard, such as timed swims for the National Pool Lifeguard Qualification).
- adapting assessment materials, such as providing materials in Braille
- providing assistance during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic learner
- changing the assessment method, for example from a written assessment to a spoken assessment
- using assistive technology, such as screen reading or voice activated software
- providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper-based assessments
- providing and allowing different coloured transparencies with which to view assessment papers

Procedures for Reasonable Adjustments

- Reasonable adjustments will be identified at the earliest opportunity via a candidate enrolment form. This will be sent out to the candidate as soon as they have registered their interest for the course. The Approved Training Coordinator will review the candidate enrolment form and if necessary involve the prospective candidate in any decision making regarding reasonable adjustments.
- Once a reasonable adjustment has been agreed by the Approved Training Coordinator, the course trainer will then be contacted, who will implement any necessary changes to the course/assessment structure.
- The Approved Training Coordinator will contact IQL UK via mail@iql.org.uk for assistance in any circumstances of uncertainty of the integrity of the qualification.
- Should a prospective learner disagree with any decision made by the Approved Training Coordinator relating to reasonable adjustments they must follow the appeals procedure. This can be viewed by following the link: www.hawthornssportscentre.com/adult-training-courses/approved-training-centre-policies/
- All reasonable adjustment decisions will be recorded, filled and be reported to IQL UK where necessary via mail@iql.org.uk

Definition of Special Considerations

Special consideration may be given to a learner who has experienced

- A serious illness or injury.
- An event outside of the candidates control, which has had, or is reasonably likely to have had a material effect on that candidate's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

Special considerations will not give the candidate an unfair advantage neither should its use cause the user of the certificate to be misled regarding a candidate's achievements. The candidates result must reflect his / her achievement in the assessment and not necessarily his / her potential ability.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the candidate. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the candidate.

Procedures for Special Considerations

- Candidates wishing to apply for special consideration must apply in writing to The Approved Training Coordinator, detailing their name, society number (if applicable), the nature of the request and supporting evidence e.g. medical evidence.
- The approved Training Coordinator will review the request and ensure the candidate receives confirmation.



THE
HAWTHORNS SCHOOL

- Should a candidate disagree with any decision made by the ATC/P relating to special considerations they must follow our appeals procedure which is at:
www.hawthornssportscentre.com/adult-training-courses/approved-training-centre-policies/
- All special consideration decisions will be recorded, filled and be reported to IQL UK where deemed necessary.

Please note - Special consideration may not be applied to qualifications which lead to a 'licence to practice' such as the NPLQ as the assessment requires the demonstration of practical competence. In some instances, it may be that we offer the learner an opportunity to take the assessment later.

Review arrangements

The Approved Training Coordinator will review the policy annually and revise it as and when necessary in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

If you would like to feedback any views, please contact us via the details provided below.

Sean Buchan
Assistant Manager
The Hawthorns School Sports Centre
Pendell Court
Bletchingley
Surrey
RH1 4QJ