

REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY

Purpose

This policy is aimed at our Training Provider, Learners' and Apprentices who are undertaking or have completed an Excel Me End Point Assessment. We are committed to complying with all current and relevant regulation and legislation.

Our aim is to facilitate open access for all Apprentices who are eligible for reasonable adjustments or special considerations for assessments, whilst ensuring the assessment of understanding, knowledge, skills, and competence is not compromised in any way for all the protected characteristics within the Equality Act 2010, please refer to our Equal Opportunities Policy on our website 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 Excel Me End Point Assessment
- How Apprentices qualify for reasonable adjustments and special considerations
- Reasonable adjustments Excel Me will accept and actions that are required prior to them being applied
- What special considerations can be granted to Apprentices.

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 Apprentice at a disadvantage during the delivery of an assessment situation. They are applied to an assessment process for an End Point assessment to enable a learner with a disability or difficulty to demonstrate their knowledge, skills, and behaviours.

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

Definition of a Special Consideration

Special consideration is a post assessment adjustment to the marks of an Apprentices assessment result or rearrangement of an assessment time and/or date.

A special consideration can be granted after an assessment has taken place if an Apprentice may have been disadvantaged.

Assessments should be a fair test of Apprentices knowledge, skills, behaviours. Our aim is that our assessments do not prevent any Apprentices from attaining them.

Excel Me recognise that reasonable adjustments or special considerations may be required at the time of assessment where the following applies:

- Apprentices have a permanent disability or specific learning needs
- Apprentice has a temporary disability, learning need or medical condition
- Apprentices are not available at the time of assessment due to a disability, learning need or medical condition.

Reasonable adjustments and special consideration arrangements are available to ensure Apprentices 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 Apprentices or give them a head start and should not disadvantage other Apprentices.

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

End Point Assessment-Employer and Training Provider responsibility

It is important that employers and training providers make reasonable adjustments to ensure apprentices with disabilities or physical or mental health conditions are not substantially disadvantaged during training, assessment or when undertaking their job roles. This is a required duty as part of the Equality Act 2010. It is important that employers and training providers identify whether an apprentice may require a reasonable adjustment for their End-point Assessment as early as possible to ensure that appropriate measures can be made to enable the apprentice to undertake their End-point Assessment where it is reasonably practicable to do so. Any reasonable adjustment must not affect the reliability or validity of the End-point Assessment nor give the apprentice any advantage over other apprentices undertaking the same assessment. All apprentices, regardless of their reasonable adjustment or special consideration, must meet the minimum requirements to achieve their apprenticeship.

For some apprentices, the standard format of an assessment may not be suitable, and we recognise that reasonable adjustments or special considerations may be required during training and/or at the time of assessment.

Principles of granting Reasonable Adjustments

Excel Me will apply reasonable adjustments by ensuring the following:

- Reasonable adjustments granted provide Apprentices 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
- The assessments were rigorous and fair
- The assessment activity is valid and is measurable against the Assessment plan of the apprenticeship standard
- Assessment results are reliable.

For reasonable adjustments for End Point Assessment, please contact Excel Me directly using the contact details below.

Procedure to request a Reasonable Adjustment

Employers, training providers, and Assessors must endeavour to identify Apprentice needs as soon as possible to request the appropriate adjustments are reviewed by Excel Me (where applicable), once approved these can be implemented.

We ask that a request is submitted to Excel Me prior to the course starting (where applicable), if the adjustment is to the assessment materials a minimum of 14 days' notice is required. All reasonable adjustments must be approved by Excel Me 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.

Failure to comply with this policy may constitute as malpractice resulting in disqualification of the Apprentice.

Principles of granting Special Considerations

Any special considerations granted must:

- Treat all Apprentices fairly
- Require the Apprentice to fully meet the / Apprenticeship assessment plan
- Maintain the relevance, reliability, and comparability of the End Point Assessment.

They must not invalidate the End Point Assessment requirements set out in the apprenticeship assessment plan and assessment strategy.

Special considerations should not give the Apprentice an unfair advantage, neither should it mislead an employer / training provider regarding the Apprentices achievements for certification. The Apprentice results must reflect the achievement in End Point Assessment and not their potential ability.

Procedure to request a Special Consideration

Following an End Point Assessment, an Employer, Training Provider or Assessor may wish to submit a reasonable adjustment and special consideration form, in recognition of the difficulty an Apprentice has encountered. The special considerations form should be submitted with relevant evidence within 7 working days of the date of the assessment.

Please indicate on the form the exact nature of the adverse condition(s) that you consider make the Apprentice eligible for a special consideration, supply copies of any appropriate evidence to support the request prior to submitting it to Excel Me.

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

If the request for a special consideration is successful, Apprentices performance will be reviewed based on the evidence that was submitted. A successful request of a special consideration will not necessarily change the assessment result.

Failure to comply with this policy may constitute as malpractice resulting in disqualification of the Apprentice.

Appeals

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

Confidentiality and Data Protection

In accordance with current data protection and GDPR legislation, Excel Me will ensure that any information it holds will be kept securely, and only used for the purposes of carrying out legal obligations and/or for the purposes of carrying out any investigations necessary as required. No information will be disclosed to third parties unless we are required to do so by our external quality assurers, regulators, or as required by law.

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, reflects the services we deliver ensuring they are relevant to the requirements of individual needs.

Excel Me Contact Details

Excel Me, Anchor House, Birch Street, Walsall, West Midlands, WS2 8HZ

Tel: 01922 645097

Opening Hours: Monday to Friday 8.00-16.00

Website: www.excelme.co.uk

Email: info@excelme.co.uk