

## Reasonable Adjustments and Special Considerations Policy

### Policy Scope

This policy is provided for CTC Training and Development Limited customers, including learners and staff members who are using or delivering the courses and qualifications that CTC Training and Development Limited offer.

### Policy Review

CTC Training and Development Limited will review the policy annually and revise it as and when required in response to customer and stakeholder feedback, changes in practices, actions required by the relevant awarding organisation or changes in legislation. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

### Policy Purpose

This policy provided for CTC Training and Development Limited centre staff and learners to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

### Statement of Principle

CTC Training and Development Limited is committed to complying with all current and relevant legislation in relation to the development and delivery of qualifications. We are committed to ensuring that all learners have fair and equal access to assessment where possible and practicable. A reasonable adjustment may be required where a learner has a permanent disability or specific learning need. A special consideration may be required where a learner has a temporary disability, medical condition or learning needs or is indisposed at the time of the assessment.

### *Definition of Reasonable Adjustments*

A reasonable adjustment is any action that helps to reduce the effect of a

### Reasonable Adjustments and Special Considerations Policy

disability or difficulty that places the learner at a substantial disadvantage during an assessment.

Reasonable adjustments may involve:

- changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- 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
- providing and allowing different coloured transparencies.

Reasonable adjustments are approved or set in place by the relevant awarding organisation before the assessment activity takes place; they constitute an arrangement to give the learner access to the assessment.

### Requesting Reasonable Adjustments

Learners must make relevant CTC Training and Development Limited staff members aware of any reasonable adjustments they require. staff members are responsible for applying to TQUK for reasonable adjustment request (when appropriate). All requests must be made following the relevant awarding organisations procedures, 7 days in advance of an assessment being undertaken (where reasonably practicable).

### Definition of Special Considerations

Special consideration can be applied after an assessment, if there was a reason the learner may have been disadvantaged during the assessment. Any requests to the relevant awarding organisation for Special Considerations, must be

## Reasonable Adjustments and Special Considerations Policy

made by a relevant CTC Training and Development Limited staff member within 5 days of the assessment taking place. For example, special consideration could apply to a learner who had temporarily experienced:

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- an illness or injury
- some other event outside of their control

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

All documents relating to reasonable adjustments and special considerations will be stored securely by CTC Training and Development Limited and made available to the relevant awarding organisation on request.

Last review date: 01/10/2024

Next review due: 01/10/2025