

Reasonable Adjustments and Special Considerations Policy

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1. Introduction

This policy is aimed at teachers and candidates who are involved with NEA qualifications. NEA staff and examiners should also refer to this policy.

The purpose of this policy is to set out the procedures that candidates, teachers and examiners should follow when implementing reasonable adjustments and special considerations. The policy also gives details of the service provided by NEA for these arrangements. This policy is informed by the guidance provided by the Joint Council for Qualifications. Further information and guidance about reasonable adjustments can be found at www.jcq.org.uk

This policy is available on our website at <https://www.neweraacademy.co.uk/our-policies/>

This policy will be subject to review and monitoring by NEA and if necessary will be amended and updated following feedback from candidates and teachers.

Please note that we treat all records of reasonable adjustments and special consideration arrangements in confidence and retain them in accordance with our GDPR obligations.

If candidates wish to appeal against the decision by NEA for reasonable adjustments or special consideration arrangements, please refer to our Appeals Policy, available to download from our website at <https://www.neweraacademy.co.uk/our-policies/>

2. Issue and review

The date of issue of this policy is June 2020. This policy will be reviewed annually.

3. What are reasonable adjustments and special considerations?

NEA is committed to fair and equal assessment of its qualifications. We expect all candidates to have equal and fair access to all the assessments we provide.

We recognise that in some cases there will be a need for some candidates to have access to a range of accommodations to meet their individual needs and provide fair access to the assessments they are undertaking.

Reasonable adjustments can be applied for candidates who have a permanent disability or specific learning needs.

Special considerations can be applied for candidates who have a temporary disability, medical condition or learning needs or who are indisposed at the time of the assessment

The provision for reasonable adjustments and special consideration arrangements is made to ensure that candidates receive fair recognition of their achievement whilst maintaining the integrity of the assessment.

3.1 Reasonable adjustments

A reasonable adjustment is defined as an action that will reduce the effect of a permanent disability or difficulty that places the candidate at a substantial disadvantage during assessment.

Reasonable adjustments must not affect the integrity of the assessment, but may involve:

- Making changes for individuals to the standard assessment arrangements, for example allowing candidates extra time to complete the assessment
- Adapting assessment materials, such as providing materials in Braille for those with visual impairments
- Providing access facilitators during assessment, such as a sign language interpreter or a reader
- Re-organising the assessment room, such as removing visual stimuli for an autistic candidate

Reasonable adjustments are requested and approved by NEA before the assessment takes place and supporting evidence must include the diagnosis by a medical professional or substantiated by an Educational Psychologist or Paediatric practitioner on headed paper.

The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work. Reasonable Adjustments apply to how the examination or assessment is conducted not the assessment of the work.

Every request for a reasonable adjustment will be considered on a case by case basis by NEA. What is reasonable in terms of an adjustment to the assessment will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment.

3.2 Special consideration

Special considerations are different to reasonable adjustments as they apply to a temporary illness or adverse circumstance that could affect the candidate's performance. This could be taken into account before, during or after the assessment. NEA will consider applications for special consideration based on the information provided on a case by case basis.

4. Reasonable adjustment examples

Below are examples of adjustments that could be made for candidates with particular disabilities and/or learning difficulties. A more detailed explanation of these adjustments can be found at Appendix 1. The examples are not exhaustive and are for illustrative purposes only:

4.1 Cognition and learning needs

(e.g. general and/or specific learning difficulties)

- Supervised rest breaks
- Extra time
- A practical assistant
- A computer reader or a reader
- A word processor
- A scribe
- A prompter
- Coloured overlays
- Coloured/enlarged papers
- Modified language papers.

4.2 Communication and Interaction needs

(e.g. Autistic Spectrum Disorder (ASD), Speech, Language and Communication Needs (SLCN))

- Supervised rest breaks
- Extra time
- A computer reader or reader
- Modified language papers
- A word processor
- A scribe

4.3 Sensory and Physical Needs

(e.g. Hearing Impairment (HI) Multi-Sensory Impairment (MSI), Physical Disability (PD), Vision Impairment (VI).

- Supervised rest breaks
- Extra time
- A computer reader or a reader
- A word processor
- A scribe
- A live speaker
- A Sign Language Interpreter
- A practical assistant
- Braille papers, modified enlarged and/or modified language papers.

4.4 Social, Mental and Emotional Needs

(e.g. Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), Mental Health Conditions).

- Supervised rest breaks
- Extra time
- A prompter
- Separate invigilation
- Alternative site arrangement
- Extra time
- A word processor
- A computer reader or a reader
- A scribe.

4.5 Use of individuals to facilitate assessments

Where a person is appointed to facilitate an access arrangement, e.g.:

- A Sign Language Interpreter
- A practical assistant
- A scribe
- A reader
- A live speaker

He/she is responsible to the exam venue or teacher. The person appointed must not be the candidate's music teacher, relative, friend or peer.

The venue/teacher must make sure that the person appointed is appropriately trained and understands the rules of the particular access arrangement they are facilitating.

5. Submitting applications for reasonable adjustment arrangements

Requests for reasonable adjustments must be sent to NEA at least **30 days** before the assessment.

Requests for reasonable adjustments should be sent in with the examination applications by completing the reasonable adjustments application form at the end of this policy.

NEA reserves the right to refuse an entry from a candidate if the adjustment required would affect the integrity of the examination.

Each request should include the following information:

- The nature of the candidate's disability/learning need
- The special assessment arrangements requested
- Any supporting evidence or a copy of the evidence

6. Evidence requirements

Each application must be accompanied by supporting medical evidence where disabilities are present. For individuals with physical or mental conditions NEA accept diagnostic confirmation on headed paper by medical practitioners and for learning needs from Educational Psychologist or SEND qualified personnel.

Subsequent applications for a reasonable adjustment must be accompanied by supporting evidence as a candidate's condition may change over time or a different adjustment may be required for an examination at a higher grade or in a different discipline. NEA will only store supporting medical or other evidence for a maximum of 1 year in accordance with GDPR requirements.

7. Special considerations

Special considerations are granted for a temporary illness or indisposition. This can be applied for before, during or after the assessment has taken place.

7.1 Before the assessment

A candidate may apply for special consideration prior to the assessment (for example if they have broken their arm a few weeks beforehand), although it would normally be more appropriate to apply for a reasonable adjustment where the condition is understood to be permanent rather than temporary.

Teachers and/or candidates need to complete the form at the end of this policy and provide sufficient information to the NEA about the disability, illness, injury or other circumstance and whether they feel that this is permanent or temporary. NEA will then make a decision about how to process the application. In the case of a permanent disability this would be processed as a reasonable adjustment and for a temporary illness or indisposition this would be processed as a special consideration.

Examples of special consideration could be:

- deferring the examination to a later date
- allowing an adjustment to the examination process – these could be similar in nature to those granted for reasonable adjustments

Applications for a special consideration to be taken into account must be made no later than **7 days prior to the examination taking place**. NEA will do its best to accommodate any special considerations however it may not always be possible to arrange for adjustments to be made in the timescales. In these cases it may be appropriate to defer the assessment to a later date.

Applications should include:

- Teacher/parent/guardian name (if applicable)
- Candidate name
- Qualification title and level
- Date of the examination/assessment
- Summary of the temporary illness or indisposition affecting the candidate's performance
- Any medical evidence to support the application

7.2 During an assessment

In some cases a candidate can be affected by an event which happens on the day of the examination or in the examination itself. In these cases an examiner would make a decision about how the performance was affected and record a special consideration.

Examples of considerations which may be given could include:

- An assessment taking place later in the examination session
- The examination being deferred to a later date

7.3 After the assessment

Teachers or candidates may in some cases apply for a special consideration after an assessment if there was a circumstance that affected the candidate's performance.

Examples of special considerations which would be considered include:

- serious disturbance or disruption during the examination such as a fire alarm or power failure
- temporary illness, injury or indisposition either prior to or during the examination (but assuming that the candidate attempted to, or did, complete the examination, and did not elect to withdraw)
- illness during the examination of the examiner, pianist or music operator

- recent bereavement or terminal illness of a member of the candidate's family, close friend or pet
- serious and disruptive domestic crisis leading to acute anxiety

A candidate will not be eligible for special consideration due to:

- very minor disturbances during an examination which did not materially impact on their ability to demonstrate the requirements of the examination
- a permanent disability or difficulty which is known about at the time of entry to the examination (in these cases candidates should apply for reasonable adjustments)

7.4 Recording a special consideration during or after an assessment

When recording a special consideration, examiners and invigilators should include:

- Teacher/parent/guardian name (if applicable)
- Candidate name
- Qualification title and level
- Date of the examination/assessment
- Summary of adverse circumstances affecting the candidate's performance in the assessment

The records of the special consideration should be submitted to NEA as soon as possible after the assessment and not later than **7 working days after the assessment.**

We can only accept requests for special consideration after the results of the assessment had been released in the following circumstances:

- The application has been overlooked at the centre and the oversight is confirmed by the person at the centre responsible for quality assurance
- Medical evidence comes to light about a candidate's condition, which demonstrates that the candidate must have been affected by the condition at the time of the assessment, even though the problem revealed itself only after the assessment

Appendix 1: Reasonable adjustment request form

Please complete all fields and submit the form no later than **30 days** before the date of the examination

Parent/guardian name (if applicable)		Teacher name	
Candidate Name			
Qualification Title the candidate is registered on			
Reason for application			
Adjustment requested			
Please provide supporting evidence. This may include: <ul style="list-style-type: none"> • The teacher's assessment of the candidate's needs • History of provision for the candidate within the teacher • Medical certificate • Psychological or other professional assessment report 			
Declaration: I am satisfied that the information provided on this form is accurate. I confirm that the candidate is able to demonstrate the required level of demand for the examination they are entered for			
Name of teacher/parent/guardian		Date	
Signature			
For office use			

Appendix 2: Special Consideration request form

Please complete all fields and indicate if this form is being submitted in advance, during or after an examination. Please note the timescales for completion in each case in section 7 – this is 7 working days prior to an examination and 7 working days after an examination.

Parent/guardian name (if applicable)		Teacher name	
Candidate name			
Examiner name (if applicable)			
Qualification Title the candidate is registered on			
Please state whether special consideration being applied for before, during or after an exam			
Please provide details to support the request for special consideration			
Declaration: I am satisfied that the information provided on this form is accurate.			
Name of teacher/parent/guardian		Date	
Signature			
For office use			

Appendix 3: Detailed information about types of reasonable adjustment

This section sets out the potential arrangements that can be made to NEA assessments. As NEA provides a range of assessments including practical and written, some arrangements may not be applicable to certain types of assessment. Each request for an adjustment to assessment will be taken on a case by case basis.

Extra time

It may be permissible to allow an individual candidate extra time to complete an assessment if he or she has a learning difficulty/disability which affects the speed at which they are able to process the instructions (but not their ability to carry them out in accordance with the set standard).

The amount of extra time allowed should accurately reflect the extent to which the completion of the assessment will be affected by the candidate's difficulty.

'Unlimited' extra time will not be allowed. NEA will set a maximum amount of extra time in relation to the individual candidate's requirements which must be adhered to by the centre or examiner.

The teacher is responsible for ensuring the candidate can cope with the content of the examination and that the candidate is medically fit to undertake an extended assessment period before additional time is requested.

Extra time will not be allowed in cases where the timing is a crucial part of the assessment or in group activities where the candidate's performance will be assessed in conjunction with others.

NEA may apply the following extensions to time allowances during the assessment. This will be applied to particular sections of the examination where the candidate may require additional time to process written or verbal instructions or directions. In all cases evidence must be presented that the extra time is in accordance with the candidate's normal way of working.

25% extra time may be added for a candidate who has evidence of requiring additional time for verbal explanation or instruction. This may apply to the following sections of an assessment:

- Unset work where an examiner may have to repeat instructions or break down an exercise for a candidate to be able to demonstrate that exercise. Examples of candidates who may need this include those with dyslexia, memory problems or other learning difficulties meaning that they need instructions repeated.
- Set exercises where a candidate requires the examiner to repeat an instruction or where the candidate needs the exercise to be broken down into smaller elements and requires extra time to complete these.

In certain exceptional cases a candidate may be allowed up to 50% extra time however there must be a strong justification for this.

In very exceptional cases a candidate may be allowed more than 50% extra time in order to manage a very substantial impairment. These will be granted on a case by case basis in the light of the candidate's needs and medical evidence provided by the applicant.

Supervised rest breaks

Additional rest breaks could be permissible for some candidates.

Rest breaks could be incorporated into the format of the assessment within the assigned time schedule.

A rest break is not the same as extra time. Should a rest break be required, the examination should be paused and re-started when the candidate is ready to continue.

Sign Language Interpreter

A Sign Language Interpreter can be used during assessment, but only where this does not compromise a candidate's ability to complete the assessment themselves. Where Sign Language is the primary means of communication for a candidate with hearing impairment, these candidates may have the support of a BSL/English interpreter to sign the instructions or directions to them which are being given.

Where a Sign Language Interpreter is used in an assessment, NEA will also permit additional time to allow for instructions to be relayed to the candidate via the interpreter.

The centre or teacher is responsible for providing a Sign Language Interpreter.

The Sign Language Interpreter should be recruited with integrity by the centre/teacher and hold an appropriate qualification in the sign language and a good working knowledge of the content of the assessment. They may not be the candidate's music teacher, relative, friend or peer.

A candidate should, wherever possible, have had previous experience of working with a Sign Language Interpreter and should have used this arrangement during their classes.

A scribe

A scribe is a responsible adult who, in controlled assessment, coursework and/or in an examination but not in oral examinations, writes down or word processes a candidate's dictated answers to the questions. If a candidate dictates answers on to a tape, a responsible adult must write down or word process the candidate's dictated answers to the questions.

A scribe is not a practical assistant, a prompter or a reader. The same person may act as a practical assistant, a prompter, a reader and/or a scribe as long as permission has been given for these arrangements.

So as not to give an unfair advantage, a scribe will only be allowed where:

- an impairment has a substantial and long term adverse effect on the candidate's writing; or
- a candidate cannot write, type or Braille independently, or at sufficient speed to record their answers even with extra time allowed, as a result of a substantial and long term impairment.
- The use of a scribe must reflect the candidate's normal way of working within the centre in light of their substantial and long term impairment.

Prompter

A prompter may be permitted where a candidate has a substantial and long term adverse impairment resulting in persistent distractibility or significant difficulty in concentrating. For example, the candidate:

- has little or no sense of time (e.g. candidates with ADHD or ASD); or
- persistently loses concentration; or
- is affected by an obsessive-compulsive disorder which leads them to keep revising a question rather than moving onto other questions.

Alternative assessment arrangements

In some cases it may be permissible for a candidate to be assessed in an alternative way. For example this could include:

- Modification of the examination room (e.g. placement of the examiner or equipment)
- Allowing the candidate to be examined on their own
- Allowing the candidate to be examined with friends/peers
- Allowing a parent/guardian to be present in the examination room

Where a modification of the examination room is proposed, this must not impact on the assessment. The examiner must be able to see the candidate performing so that they can make an accurate assessment against the standards.

Braille papers

Braille papers may be provided for learners on a case by case basis and where a clear need is established. In these cases the standard paper is modified prior to Brailing by a teacher specialised in vision impairments. The layout and presentation of the standard paper is modified accordingly.

Coloured/enlarged paper (e.g. A3 unmodified enlarged papers)

Candidates may bring reading materials on coloured or enlarged paper. If this is required coloured/enlarged text can also be provided by NEA to examiners for any unseen materials (e.g. sight reading).

Other modifications to assessment materials

NEA will take requests for other forms of modification to assessment materials on a case by case basis. NEA will require sufficient evidence that the modification requested does not impact on the integrity of the assessment nor gives the candidate an unfair advantage. Such modifications should be within the candidate's normal way of working.