



Version 1.2

Reasonable Adjustments Policy

2019



Introduction

Assessment should be a fair test of a examinees knowledge, skills and experience; however, for some examinees, the usual format of assessment may not be suitable. The Education and Care Qualifications Network (ECQN) recognises that for all examinees to access assessment fairly, reasonable adjustments may be appropriate.

This could be because at the time of assessment;

- examinees have a permanent disability, or specific learning need
- examinees have a temporary disability, medical condition or learning need
- examinees are indisposed at the time of assessment

Scope

This policy applies to all end point assessments offered by The Education and Care Qualifications Network and to every individual involved in ECQN including but not limited to; ECQN staff, EPA, LEPA, assessors, quality assurers and examinees

Purpose

This policy sets out the steps ECQN will take to initially find out about examinees requirements for reasonable adjustments and how it will consider meeting them.

Policy Roles and Responsibilities

Responsibility for the implementation and monitoring of this policy lies with the Assessment Manager in conjunction with the Head of Customer Services and CEO

All staff & associates including but not limited ECQN staff, EPA, LEPA, assessors, quality assurers and examinees are accountable for ensuring full adherence to all items set out in this policy

Reasonable Adjustments

A reasonable adjustment is any action that helps reduce the effect of a disability or difficulty that places examinees at a substantial disadvantage in an assessment situation. The reasonable adjustment should be approved and in place before the activity takes place.

Work produced by the examinees should be marked in the same way as the work of other assessed examinees. There is no duty to make any adjustment to the assessment objectives being tested. ECQN has a responsibility to ensure that any examinees request is based on firm evidence and that it will not confer an advantage on the examinees in any aspect of the subject concerned.

Some examples of reasonable adjustments might include;

- modifying assessment materials (providing materials in Braille or a larger font)
- allowing a examinees extra time to complete a time limited assessment activity
- providing access for facilitators such as a sign language interpreter, reader or scribe
- removing excessive visual stimuli from assessment materials
- use of a word processor or mobile electronic device

Considerations when assessing the reasonableness of an adjustment include;

- maintaining the integrity of assessment criteria
- individual circumstances
- cost implications
- practicality
- effectiveness
- health and safety to individual and others ECQN has a responsibility to ensure that any request for a reasonable adjustment is based on firm evidence so where the implications of the disability of difficulty are not obvious, we may ask for supporting evidence regarding the effect of the impairment on the candidate or delegate's performance such as;
 - medical certificates
 - written evidence produced by an independent, authoritative specialist.

This could take the form of medical, psychological or professional reports or assessments stating the name, title and professional credentials of the person carrying out the assessment and/or report. Such reports should set out the nature of the difficulty and extent to which the examinees is affected by the difficulty, including the effects of any related medication that the examinees may be taking, if relevant. In cases where it might be expected that there could be changes in the way the examinees is affected by the difficulty, there will have to be recent and relevant evidence of assessments and consultations carried out by an independent expert.

During initial assessment, prior to End Point Assessment at ECQN will;

- aim to identify any difficulties the examinees may have in accessing learning and assessment

- assist in the selection of end point assessment that the examinees, can undertake depending on circumstances
- explain to the examinees any assessment requirements
- be clear if it seems unlikely that the examinees would meet all the requirements and explain the restriction on achievement as a result (for example, if a examinees is unable to demonstrate specific skills they may be unable to gain achievement of the assessment).
- communicate ECQN Access to Assessment & Reasonable Adjustments policy to staff, associates,
- ensure staff and associates deal with reasonable adjustments sensitively
- create an atmosphere in which examinees are comfortable discussing requirements
- observe the right of examinees who do not wish to disclose additional needs
- not presume solutions for individual examinees but discuss and agree support
- anticipate general future needs for all and make adequate provision
- take into account the diversity of the group and differentiate accordingly
- provide 'examinees support' training for staff involved in recruiting/supporting examinees
- apply to ECQN reasonable adjustments for examination
- select appropriate adjustment without lowering assessment standards
- contact relevant Internal quality assurance regarding most suitable adjustment if in doubt,

Keep records of reasonable adjustment requests for audit purposes

- design assessment activities that are accessible to examinees
- ensure buildings used for assessment are accessible as far as is practical
- ensure health and safety is not compromised – conduct risk assessments

Special considerations

examinees taking ECQN Assessment, Special consideration can be applied after an examination when a examinees is disadvantaged during the exam.

Each request for special consideration will be unique to the examinees or assessment and will depend on the circumstances at the time of the assessment and will reflect the difficulty faced by the examinees.

- performance in an examination is affected by circumstances beyond the control of the examinees e.g. recent personal illness, accident, bereavement, serious disturbance during the examination, domestic crisis Candidates must apply for special consideration within seven days of the assessment activity). If a candidate had a medical condition at the time of the ECQN Assessment their request for special consideration must be accompanied by a relevant medical certificate.

The Assessment Special Consideration Panel has the right to request additional information from the examinees as necessary. examinees with a disability The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. It is unlawful for institutions such as ECQN to discriminate in the provision of goods, services and facilities to disabled people including;

- all aspects of teaching and assessment
- assessments and examinations
- e-learning and distance learning including virtual learning environments
- ECQN website
- Assessment resources including libraries and computer facilities
- aspects of the physical environment where assessment takes place, including buildings and equipment
- welfare, counselling and other support services
- catering, residential and leisure facilities
- careers services Under the act, ECQN is expected to take reasonable steps to;
- find out about people's disabilities
- consider what adjustments may be required
- adjust where reasonable, including by alternative means.

Disclosure of additional requirements in order to provide support and guidance from the outset, examinees are encouraged to disclose any additional requirements so that where possible, arrangements can be put in place. examinees should complete and submit a request for Reasonable Adjustments (available on our website)

examinees requirements may be reviewed individually to ascertain extent of condition and requirements. During the assessment, this is to measure the effectiveness of any such adjustments.

Recruitment and selection of examinees, & Potential examinees to ECQN will be selected for Assessment strictly in line with the selectin criteria and the requirements of the Gateway, and Employer requirements for the standards.

ECQN will make reasonable adjustments and review its recruitment and selection practices on an annual basis in order to monitor equal opportunities.

Monitoring enquiries and requests for information purposes it is important for us to log all requests and monitor the resulting action. However to comply with the Data Protection Act, all personal details will be removed so that no individual can be identified.

Venues When sourcing venues, ECQN consider every aspect of the building including: how people enter, how they find their way around, what signs will be provided, how people communicate with staff, information we provide, queuing systems, counters and accessible lavatory facilities.

- all assessment venues comply with the Equality Act 2010
- we do not use venues without lifts
- where a lift breaks down, exit is via an evacuation chair or alternative means In making reasonable adjustments,

ECQN must think in advance about what people with a range of impairments might reasonably need. If there is a particular situation we have not anticipated, and a person wants to use our service, then we must make a reasonable adjustment as quickly as possible.

Complaints If a examinees believes that they have been discriminated against on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief (including lack of belief), sex, sexual orientation, they should first speak to their personal account manager and if following discussion the candidate or delegate is not satisfied, they should follow the ECQN complaints procedure.

Policy review

This policy will be reviewed annually via the Governance board and updated as necessary.

Breach of the Policy ECQN will take seriously any instances of non-adherence to the policy by its staff, management, examinees. Any breach of policy will be investigated, and where appropriate, action will be considered.

Access to the Policy The policy will be published on the ECQN website:

Reference to other policies, procedures and agreements:

- Misconduct policy
- Assessment policy
- Candidate Agreement
- Candidate & Delegate Conduct policy
- Data Protection policy
- Equality and Diversity policy
- Internal Verification policy
- Reasonable Adjustment request form
- Withdrawals policy

END OF POLICY