



**NEXT
GEN
TEACHING**

Empower through Education

Reasonable Adjustments and Special Considerations Policy

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| Updated | April 2025 |
| Review Date | April 2026 |



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1 | Policy Statement

This policy outlines the procedures and principles used by Next Gen Teaching (NGT) to ensure fairness, accessibility, and regulatory compliance in relation to Reasonable Adjustments and Special Considerations. It applies across all qualification levels and delivery settings, including those managed through Professional Learning Hubs (PLHs).

2 | Scope

This policy applies to all registered participants undertaking NGT qualifications, all delivery staff, assessors, and administrative personnel at NGT and its PLHs.

3 | Definitions

Reasonable Adjustments: Modifications made before or during assessment to reduce the effect of a disability or difficulty that places the learner at a disadvantage.

Special Considerations: Procedures applied after an assessment for participants who temporarily experience illness, injury, or other events outside of their control that have impacted performance.

4 | Core Principles

- **Accessibility:** All participants should have equitable access to demonstrate their competence.
 - **Integrity:** Adjustments must not advantage the participants or compromise assessment validity.
 - **Transparency:** All decisions will be fully documented and based on evidence.
 - **Confidentiality:** All cases will be managed with strict confidentiality.
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5 | Reasonable Adjustments Process

Participants must notify their Professional Learning Coach (PLC) or a member of the Academic Leadership Team of their needs at the point of enrolment or as soon as practicable.

Examples of reasonable adjustments include:

- Additional time
- Alternative assessment formats
- Assistive technology
- Support personnel (e.g., reader or scribe)

This is not an exhaustive list, and individual requirements will be considered based on the personal circumstances identified.

6 Evidence Required

Where requested, applicants must provide formal evidence, which may include:

- Medical documentation
 - Educational psychologist reports
 - Specialist teacher or occupational therapist assessments
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7 Special Considerations Process

Participants must apply within 5 working days of the affected assessment. Applications must include a completed Special Considerations Form submitted to their PLC, who will forward it to the Academic Leadership Team for review.

8 Decision-Making and Communication

All decisions will be made by a panel within 10 working days of receiving full evidence. Participants will be informed of the outcome via email and any approved adjustments will be recorded.

9 Appeals

Participants have the right to appeal any decision related to reasonable adjustments or special considerations by submitting a written appeal to the NGT Governing Body within 10 working days. This policy will be reviewed annually or in response to updated guidance from OFQUAL or legal changes.

10 Policy Approval and Review

Review

This policy, Assessment, will be reviewed annually, or as required, to ensure it remains effective and relevant to the requirements of certifications and qualifications provided by Next Gen Teaching.

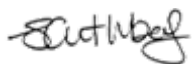
Feedback

Regular feedback is sought from staff, consultants, participants and Professional Learning Hubs, to improve and update this policy, ensuring that, at all times, we are adhering to best practice.

Approval

This Assessment Policy has been reviewed and approved by a minimum of two members of the Next Gen Teaching Governing Body and the Director of Next Gen Teaching.

Signatures



Name: Samantha Cuthbert
Responsibility: Equality and Diversity Officer (Director)



Name: Ian Elliott
Responsibility: Chair of Governors



Name: Siobhan Brady
Responsibility: SEND Specialist (Governor)



Name: Elizabeth Hidson
Responsibility: Industry Expert Advisor