

REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY



Reasonable Adjustments and Special Considerations Policy

Scope of the Policy

This policy is provided for Protutorial customers, learners, and staff members who are using or delivering qualifications offered by Protutorial.

Review Arrangements

Protutorial will review this policy annually in line with self-assessment arrangements. This policy will also be revised as and when necessary, in response to customer and learner feedback or good practice guidance issued by an awarding organisation or other regulatory body.

Location of the Policy

This policy is available for all staff members, third parties, and learners to access via the Protutorial website. Protutorial will also ensure that the policy is available in alternative formats, such as large print and audio, to accommodate diverse learner and staff needs.

Communication of the Policy

Each staff member involved in the management, delivery, assessment, and quality assurance of qualifications offered by Protutorial shall be made aware of this policy during their induction period of employment.

Learners undertaking Protutorial qualifications shall be informed of this policy during their induction process.

Policy Statement

This policy outlines the procedures for addressing reasonable adjustment and special consideration requests at Protutorial, ensuring consistency in dealing with learners' needs.

Protutorial is committed to adhering to all relevant legislation concerning the development and delivery of qualifications, ensuring fair access to assessments for all learners.

Reasonable adjustments aim to mitigate the impact of disabilities or difficulties, while special considerations address situations where learners may have been disadvantaged during assessments.

Definition of Reasonable Adjustments

Reasonable adjustments are actions taken to alleviate the disadvantage faced by learners during assessments due to disabilities or difficulties. These adjustments are pre-approved by awarding organisations and aim to provide equal access to assessments.

Examples of Reasonable Adjustments

- Altering assessment arrangements (e.g., extra time)
- Adapting assessment materials (e.g., Braille)
- Providing assistance during assessment (e.g., sign language interpreter)
- Modifying the assessment environment (e.g., removing visual stimuli)

Requesting Reasonable Adjustments

Learners must inform Protutorial staff members of any reasonable adjustments they require. Protutorial is responsible for applying to awarding organisations for these adjustments when necessary.

Definition of Special Considerations

Special consideration may be applied after an assessment if a learner faced disadvantageous circumstances during the assessment. Requests for special considerations must be made by Protutorial staff members within the specified timeframe set by awarding organisations.

Outcome of Special Considerations

Successful special consideration requests may result in a small adjustment to the learner's assessment mark, reflecting the difficulty faced. The magnitude of the adjustment will depend on the circumstances.

Documentation and Storage

All documents related to reasonable adjustments and special considerations must be securely stored. Awarding organisations will be granted access to these documents upon request.

Protutorial is committed to ensuring that all learners have equal opportunities to demonstrate their abilities during assessments. By implementing reasonable adjustments and special considerations in accordance with this policy, Protutorial aims to support learners in achieving their educational goals.

Version Control

Version	Author	Date	Changes or comments
1.0	Natalie Willetts	12.03.2024	Approved policy agreed