



Your Learning Voice CIC

Access Arrangements and Reasonable Adjustments

Section 1: Overview and scope of the policy

1.1 What is the scope and purpose of the policy? This policy is aimed at our customers, including learners, who use NCFE products and services and submit requests for Access Arrangements and Reasonable Adjustments.

Section 2: Definition

2.1 Overview of Access Arrangements and Reasonable Adjustments

The Equality Act 2010 requires Awarding Organisations to make Reasonable Adjustments to ensure a learner who has a disability as defined in the Act are not placed at a substantial disadvantage in comparison to learners with no disabilities.

Assessment should be a fair test of a learners' knowledge and what they are able to do, however, for some learners, the usual format of assessment may not be suitable.

The provision for Access Arrangements and Reasonable Adjustments are made to ensure that learners receive recognition of their achievement so long as the equity, validity and reliability of the assessments can be assured. Such arrangements are neither concessions to make assessments easier for learners nor advantages to benefit the learners.

There are two ways in which access to fair assessment can be achieved, these are through:

- **Access Arrangements – allow learners with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment.**

The intention behind an Access Arrangement is to meet the particular needs of an individual learner without affecting the integrity of the assessment.

- **Reasonable Adjustments – NCFE are required to make Reasonable Adjustments where a learner, who is disabled within the meaning of the**

Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled.

NCFE are required to take all reasonable steps to overcome that disadvantage.

2.2 Definition of Access Arrangements

An Access Arrangement is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation.

Awarding Organisations and centres are only required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications, and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

Access Arrangements must not affect the integrity of what is being assessed.

Access Arrangements are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access to the assessment activity. The use of an Access Arrangement will not be taken into consideration during the assessment of a learner's work.

3. 1 Timescales for notifying NCFE of an Access Arrangement or Reasonable

Adjustment request Centres are required to notify NCFE of any Access Arrangement or Reasonable Adjustment requirements within the following timescales:

Access Arrangement / Reasonable Adjustment	Timescales
Non-centre delegated adjustments eg: <ul style="list-style-type: none">❖ Reader❖ Scribe❖ Enlarged papers❖ Coloured papers❖ Non-interactive electronic (PDF) question papers for use with computer reading/speech recognition software.	15 working days' notice <i>(prior to the published date of assessment or start of assessment window)</i>
<ul style="list-style-type: none">❖ Braille papers❖ Tactile diagrams❖ Modified language papers	30 working days' notice <i>(prior to the published date of assessment or start of assessment window)</i>

4.1 If you remain dissatisfied with the outcome of your request

If you or your learners remain dissatisfied following the outcome of the request that you have submitted, you may submit a complaint in line with our complaints procedure on the following website;

website: www.qualhub.co.uk.

Furthermore, you also have the right to appeal the outcome of an inspection of learner evidence relating to Access Arrangements and Reasonable Adjustments. Please refer to our Appeals Policy on our website: www.qualhub.co.uk.

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