

Special Considerations and Reasonable Adjustments Policy

1. Aims and objectives

The aim of this policy is:

To embed a culture of inclusion for students and staff with disabilities. ECC complies with the Disability Discrimination Act's (1995 & 2005) definition of a disabled person as: 'Someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.'

To support access to qualifications for learners who are eligible for reasonable adjustment and/or special consideration in internal assessments, without compromising the assessment of the skills, knowledge, understanding or competence being measured

To reduce the effect of a disability or difficulty which would place a learner at a disadvantage in an assessment.

To ensure there is a record of reasonable adjustment and approval for special consideration

The objectives of this policy are:

- To implement the commitment of ECC in developing an inclusive environment, which facilitates disclosure of disability and gives all applicants and students the opportunity to demonstrate and realise their full potential.
- To provide for the commitment of the staff in their work to develop such an environment by providing disability awareness training for all staff.
- To provide fair and equal treatment of all students and staff.
- To comply with the legislative requirements under the Disability Discrimination Act (1995, 2005), Part III, as a provider of Goods, Facilities and Services, in particular the need to avoid discrimination and to provide reasonable adjustments for disabled students and staff;

2. Policy statement

At ECC we will ensure:

- That the requirements of those students or staff who disclose a disability or learning difficulty are assessed on an individual basis.
- That all discussions and information regarding a disability or specific learning difficulty are treated in a confidential manner and abide by ECC's confidentiality policy;
- In the case of non-standard adjustments for disabled students, the course tutors will be involved in any discussions regarding adjustments to ensure that academic rigour is maintained and that the necessary resources are available.



- All staff and students at ECC are expected to be responsible for implementing this policy.

3. Procedure and Implementation

To implement the policy the ECC will:

- Identify in advance whether any action is needed to help reduce the effect of a disability or difficulty, which will place a learner at a substantial disadvantage in the assessment.
- Ensure that the reasonable adjustment does not affect the reliability or validity of assessment outcomes or give a learner an advantage over other learner undertaking the same or similar assessments
- Put in place Reasonable adjustment before the learner starts the assessment
- Need to record the reasonable adjustment and store it with the learner records for three years.
- The record needs to be available for Pearson or any other awarding body or regulator, if requested.
- The work produced following the application of a reasonable adjustment must be assessed in the same way as the work from other learners and be available for external quality assurance, where required.
- Request for a special consideration through to Pearson to apply to an assessment result.
- Not claim Certificates until the outcome of the special consideration has been confirmed by Pearson.

For students:

A disabled student is encouraged to disclose their disability at an early stage, such as application or enrolment. Information on disability disclosure procedure is available on ECC's website. The Principal will be notified when a student discloses and will make contact with the student, giving them the opportunity to make an appointment to discuss any support needs. A disabled student is usually required to provide written evidence of their disability if they are requesting any reasonable adjustments.

If adjustments are agreed, a Student Support Agreement will be completed. With the student's formal consent, this will be distributed to relevant staff only, in order to ensure that any necessary adjustments are put in place.

For staff:

The Act places specific responsibilities on employers relating to the recruitment and appointment process. ECC will ensure that a disability should not bar an individual from employment unless it would genuinely prevent them from doing the job and there is nothing ECC can reasonably do to overcome difficulties resulting from any



disability.

ECC will consider making reasonable adjustments to working arrangements and premises to prevent or reduce any substantial disadvantage, thus enabling a disabled staff member to perform their job effectively. Disabled individuals are therefore encouraged to disclose any disability, either verbally or in writing to the Principal, in order for their needs to be assessed. The disabled staff member may be asked to provide supporting documentation regarding their disability from a doctor or specialist.

Special procedures for disabled users of a building used by ECC:

It is the responsibility of the user with a disability to make the supervisor or manager aware of the issues with regard to emergency exit that may result from their disability. It is then the responsibility of the manager, head of department or lecturer running the class to facilitate the disabled individual in the emergency evacuation. It is to be noted by the student support team that here is a disabled user and that the user has a dedicated able individual available at all times to assist in the swift evacuation in the case of emergency exit.

Reasonable Adjustment

A reasonable adjustment helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the validity or reliability of assessment outcomes, but may involve:

- Changing usual assessment arrangements
- Adapting assessment materials
- Providing assistance during assessment
- Re-organising the assessment physical environment
- Changing or adapting the assessment method
- Using assistive technology.

Reasonable adjustments must be approved by the Internal Quality Assurer (IQA) and set in place prior to assessment commencing. It is an arrangement to give a learner access to a qualification. The work produced following a reasonable adjustment must be assessed in the same way as the work from other learners.

Below are examples of reasonable adjustment. It is important to note that not all adjustments described below will be reasonable, permissible or practical in particular situations. The learner may not need, nor be allowed the same adjustment for all assessments.



A reasonable adjustment must never affect the validity or reliability of assessment, influence the outcome of assessment or give the learner(s) in question an unfair assessment advantage

Examples of reasonable adjustments as defined by the above categories are listed below.

- Allowing extra time, e.g. assignment extensions
- Using a different assessment location
- Use of coloured overlays, low vision aids, CCTV
- Use of assistive software
- Assessment material in large format or Braille
- Readers/scribes
- Practical assistants/transcribers/promoters
- Assessment material on coloured paper or in audio format
- British Sign Language (BSL)
- Use of ICT/responses using electronic devices

Applying reasonable adjustment

Reasonable Adjustments are the responsibility of the ECC. Reasonable adjustments are approved by the Quality Team before an assessment and are intended to allow attainment to be demonstrated. A learner does not have to be disabled (as defined by the DDA) to qualify for reasonable adjustment; nor will every learner who is disabled be entitled to reasonable adjustment.

ECC will facilitate access for the learner. A reasonable adjustment is intended to allow access to assessment but can only be granted where the adjustment does not:

- Affect the validity or reliability of the assessment
- Give the learner(s) in question an unfair advantage over other learners taking the same or similar assessment
- Influence the final outcome of the assessment decision.
- ECC is committed to fair and equal assessment of its learners.

Special Consideration

Special considerations are different to reasonable adjustments as they apply to a disadvantage that occurs to the learner either just before or during the assessment. Reasons for special consideration could be:



- Temporary illness
- Injury
- Adverse circumstances at the time of the assessment.

Applying Special Consideration

A learner may be eligible for special consideration if:

Their performance in an external assessment is affected by circumstances beyond the control of the learner, e.g. recent personal illness, accident, bereavement, serious disturbance during the assessment

The alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate. Any part of an assessment has been missed due to circumstances beyond the control of the learner.

ECC will submit a written Special Consideration request to the Awarding organisations including Pearson, CMI and LRN. All applications for special consideration can only be made on a case-by-case basis and thus separate applications must be made for each learner.

Learners may apply for special consideration during or after an assessment but may not apply for special consideration in the case of a permanent disability or learning difficulty. The size of the adjustment will depend on the circumstances during the assessment and will reflect the difficulty faced by the learner.

4. Monitoring of the policy

The student support team will collate feedback received from disabled students and staff, in order to monitor the effectiveness of the policy, and will report findings to ECC senior management team.

5. Review of the policy

The policy will be reviewed on an annual basis with ECC senior management team, where any amendments or improvements will be discussed, and recommendations made to the directors.

Equal Opportunities

ECC will ensure that its Disability Policy operates within the spirit and letter of ECC's Equal Opportunities Policy.

Reviewed: June 2022