

# Sports Leaders UK Reasonable adjustments and special considerations policy and procedure

## Introduction

This policy is primarily aimed at our Centres and learners who are delivering/registered on or have taken a Sports Leaders UK qualification. It is also for use by our staff to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

This policy outlines:

- our arrangements for making reasonable adjustments and special considerations in relation to our qualifications
- how learners qualify for reasonable adjustments and special considerations
- the reasonable adjustments we will permit and those where permission is required in advance before they are applied
- what special considerations will be given to learners

## Centre responsibility

It is important that your staff involved in the management, assessment and quality assurance of our qualifications and your learners are fully aware of the contents of the policy.

On their Centre visits, our Quality Assurance Officers may check that your relevant colleagues and learners are aware of its contents and purpose.

## Review arrangements

Sports Leaders UK will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback or requests from, or good practice guidance issued by, the regulatory authorities

If you would like to feedback any views please contact Sports Leaders UK via the details provided at the end of this policy.

## Arrangements not covered by this policy

Circumstances for both internal and external assessment not covered in this policy should be discussed with Sports Leaders UK before assessment takes place. Please contact us via the details provided at the end of this policy.

## Appeals

If you wish to appeal against our decision to decline requests for reasonable adjustments or special consideration arrangements, please refer to our [Appeals Policy](#).

## Policy overview

Sports Leaders UK is committed to complying with all current and relevant legislation in relation to the development and delivery of our qualifications and, which at the time of writing includes, but is not limited to the Equality Act 2010. We seek to uphold human rights relating to race relations, disability discrimination and special educational needs of our learners and to provide equal reasonable adjustments and special considerations for all learners registered on our qualifications.

As a Centre, we expect you to have a fair access to assessment policy in operation, which reflects the principles and guidelines of the Sports Leaders UK Reasonable Adjustments and Special Considerations policy and procedure.

Assessment should be a fair test of learners' knowledge and what they are able to do, however, for some learners the usual format of assessment may not be suitable. We ensure that our qualifications and assessments do not bar learners from taking our qualifications.

We recognise that reasonable adjustments or special considerations may be required at the time of assessment for:

- disabled learners
- learners with specific learning needs
- learners with a medical condition
- learners that are indisposed at the time of the assessment.

The provision for reasonable adjustments and special consideration arrangements is 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 **not** concessions to make assessment easier for learners, nor advantages to give learners a head start.

There are two ways in which access to fair assessment can be maintained:

- through reasonable adjustments and
- through special considerations.

Sports Leaders UK in conjunction with this policy have a [Reasonable Adjustment and Special Considerations guidance](#) document. The guidance document outlines known areas where reasonable adjustment or special consideration are acceptable. If the Centre is still unsure they **must** contact Sports Leaders UK to discuss the best methods to use to ensure that the assessment is valid.

### **Process for requesting reasonable adjustments and/or special considerations**

If a Centre is making a request on behalf of its learners it should complete a Reasonable Adjustments Request Form or a Special Consideration Request Form (see end of this policy) and in doing so supply relevant supporting information.

Learners can, in exceptional circumstances, make requests direct to Sports Leaders UK by emailing [contact@sportsleaders.org](mailto:contact@sportsleaders.org) or phoning Sports Leaders UK Head Office on 01908689180.

Requests for reasonable adjustments should be submitted no later than 20 days before the assessment.

Requests for special consideration should be submitted as soon as possible after the assessment and not later than five working days after the assessment. Requests for special consideration may only be accepted after the results of assessment have been released in the following circumstances:

- application has been overlooked at the Centre and the oversight is confirmed by the Centre Course Manager
- medical evidence comes to light about a learner's condition, which demonstrates that the learner must have been affected by the condition at the time of the assessment, even though the problem revealed itself only after the assessment
- for onscreen assessments where results are immediately available.

If the application for special consideration is successful, the learner's performance will be reviewed in the light of available evidence. It should be noted that a successful application of special consideration will not necessarily change a learner's result.

### **How Sports Leaders UK will deal with requests**

We will aim to respond to all requests within five working days of receipt. If we are unable to respond in that time frame we will provide you with an estimated response date.

If the application for Reasonable adjustments or special considerations is rejected by Sports Leaders UK we will support you and your learners through consultation and will review your agreement to our Terms and Conditions as required. If Centre disagrees with the decision made by Sports Leaders UK the Centre should follow Sports Leaders UK's Appeals policy and procedure.

### Definition of reasonable adjustments

A reasonable adjustment is any action that helps to reduce the barriers to accessing assessment that a disabled person may face and places that learner at a substantial disadvantage in the assessment situation. They are made to an assessment for a qualification to enable a disabled learner to demonstrate his or her knowledge, skills and understanding of the levels of attainment required by the specification for that qualification.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing assistance during assessment, such as a sign language interpreter or a reader
- re-organising the assessment area, such as removing visual stimuli for an autistic learner
- changing the assessment method, for example from a written assessment to a spoken assessment
- using assistive technology, such as screen reading or voice activated software
- providing the mechanism to enable different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper-based assessments
- providing and allowing different coloured transparencies with which to view assessment papers

Reasonable adjustments are approved or set in place before the assessment activity takes place. They constitute an arrangement to give the learner access to the programme. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work.

Sports Leaders UK and Qualification Centre's 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.

### **Definition of special considerations**

Special consideration can be applied after an assessment if there was a reason the learner may have been disadvantaged during the assessment.

For example, special consideration could apply to a learner who had temporarily experienced:

- an illness or injury
- some other event outside of their control and which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

Special consideration should not give the learner an unfair advantage, neither should its use cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect his / her achievement in the assessment and not necessarily his / her potential ability.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the disadvantage faced by the learner.

Centre's should note that

- where an assessment requires the learner to demonstrate practical competence or where criteria have to be met fully, or in the case of qualifications that confer a Licence to Practise, it may not be possible to apply special consideration.
- in some circumstances, for example for on-demand assessments, it may be more appropriate to offer the learner an opportunity to take the assessment at a later date.

### **Contact us**

If you've any queries about the contents of the policy, please contact our Compliance Manager, Telephone: 01908 689180 or via email: [contact@sportsleaders.org](mailto:contact@sportsleaders.org) or via post to: 24 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes, MK14 6LY.

## Reasonable Adjustment Request form

Please complete all fields and submit the form 8 weeks before of the assessment date or if adjustment identified in policy please follow guided time

<b>Centre No</b>		<b>Centre name</b>	
<b>Learner No</b>		<b>Learner name</b>	
<b>Qualification Title the learner is registered on</b>			
<b>Learning Outcome(s)</b> (or unit title if Reasonable Adjustments required for all Learning Outcomes in a unit)			
<b>Reason for application</b>			
<b>Access arrangement requested</b>			
<b>Please provide details of supporting evidence. This may include:</b> <ul style="list-style-type: none"> <li>• The Centre's assessment of the learner's needs</li> <li>• History of provision for the learner within the Centre</li> <li>• Medical certificate</li> <li>• Psychological or other professional assessment report</li> </ul>			
<b>For incomplete controlled assessments/coursework/practical assessments, indicate result and percentage of work completed. Attach a breakdown of results to this form. Centres must not enhance marks themselves.</b>		<b>Result</b>	<b>% completed</b>
<b>Declaration:</b> I am satisfied that the information provided on this form is accurate. I fully support the application and confirm that the learner is/will be appropriately entered for the course(s) concerned and will be able to demonstrate the assessment objectives required by the specification.			

<b>Centre Course Manager</b>		<b>Date</b>	
<b>Name (Please print)</b>			
<b>Signature</b>			
<b>For office use</b>			

**Notes on the completion of the Reasonable Adjustment Form**

1. Sports Leaders UK has designed this form to ensure that it is easy to understand and complete. However, we have provided some additional guidance for key fields below.
2. A separate form should normally be completed for each learner, for each qualification, listing all units/components affected in the same specification.
3. In the box Reason for application, please state precisely the nature of the disability or indisposition and its effects in relation to the assessment (e.g. cerebral palsy affecting movement of hands).
4. The Centre is advised, wherever possible, to consult a specialist advisory service or other external service on the most appropriate arrangements for the learners concerned and then consider their advice in the light of the course specifications.
5. Please specify any information/evidence enclosed with the application which will assist understanding of the case. Medical or other appropriate evidence will not always be required but must be provided for cases that the Centre Course Manager is unable to verify to the satisfaction of the awarding organisation.
6. The Centre Course Manager must support an application for it to be accepted.

## Special Consideration Request form

Please complete all fields and submit the form within 10 working days before/after the assessment

<b>Centre No</b>		<b>Centre name</b>		
<b>Learner No</b>		<b>Learner name</b>		
<b>Qualification Title the learner is registered on</b>				
<b>Unit Title(s) or Learning Outcome(s)</b>	<b>Date of assessment</b>	<b>Did not take assessment</b>	<b>Was assessed but disadvantaged</b>	
<b>Date problem begun</b>		<b>Is problem continuing?</b>	<b>Yes/No</b>	
<b>Summarise adverse circumstances affecting examination/assessment performance controlled assessment or coursework. (N.B. "See attached" will NOT suffice.)</b>				
<b>What current medical/psychological evidence is attached</b>				
<b>For incomplete controlled assessments/coursework/practical assessments, indicate result and percentage of work completed. Attach a breakdown of results to this form. Centres must not enhance marks themselves.</b>	<b>Result</b>		<b>% completed</b>	
<b>Declaration:</b> I am satisfied that the information provided is accurate and fully support the application.				
<b>Centre Course Manager</b>		<b>Date</b>		
<b>Name (Please print)</b>				
<b>Signature</b>				

For office use

### **Notes on the completion of the Special Consideration Form**

1. Sports Leaders UK has designed this form to ensure that it is easy to understand and complete. However, we have provided some additional guidance for key fields below.
2. A separate form should normally be completed for each learner, for each qualification, listing all units/components affected in the same specification. However, in cases where a group of learners have been disadvantaged by a particular event (e.g. fire alarm) a single form should be submitted. A list of learners affected should be firmly attached to the form.
3. Please state on the form the precise nature of the adverse circumstances affecting the learner, including, in the appropriate boxes, the date when the circumstances first began to affect the learner and whether the learner is still affected by them during the examination/assessment.
4. In cases where medical/psychological evidence is required, please ensure that this is securely attached to the form.
5. The Centre Course Manager must support an application for it to be accepted.
6. After the publication of results, late applications may be accepted only in the most exceptional circumstances and only before the deadline for enquiries about results for the respective examination/assessment series.