

Reasonable Adjustment and Special Considerations Policy

Introduction and scope

1. progress minded is an Assessment Organisation (AO) registered on the Education and Skills Funding Agency's Register.
2. As a registered AO, progress minded is subject to external quality assurance by Ofqual, on behalf of the Department for Education.
3. Assessments are also delivered in accordance with UK Equalities Law.
4. progress minded aims to ensure that equality of opportunity is promoted in access to apprenticeship assessments and that unlawful or unfair discrimination, whether direct or indirect, is eliminated.
5. The purpose of this policy is to set out the steps that should be followed when requesting reasonable adjustments or special considerations, and the options progress minded will apply with such request.

Definitions

6. A reasonable adjustment is an action that helps to reduce the effect of a disability or difficulty that places the apprentice at a disadvantage in the assessment situation.
 - a. AOs have a duty, under UK legislation to make reasonable adjustments, where appropriate, for apprentices taking their assessments.
 - b. Reasonable adjustments must be approved by progress minded in advance of the assessment activity taking place. The work produced by the apprentice will be marked in the same way as the work of other assessed apprentices.
 - c. Reasonable adjustments must not affect the reliability and validity of the assessment outcomes, but may include, for example:
 - i. Changing standard assessment times
 - ii. Adapting assessment materials
 - iii. Providing access to facilitators during assessment
 - iv. Reorganisation of the assessment situation
 - d. Each of the adjustments depends on the answer to the question of 'what is reasonable' in terms of:
 - i. Maintenance of the integrity of what needs to be assessed
 - ii. Individual circumstances
 - iii. Fairness to others
 - iv. Cost implications
 - v. Practicality
 - vi. Effectiveness
 - vii. Health and safety
7. Special consideration can be applied after an assessment, depending on the circumstances of the individual apprentice, and cannot be applied to a cohort of apprentices.
 - a. Special consideration could apply to an apprentice who has:

- i. A temporary illness or injury (must be approved prior to assessment)
 - ii. A temporary disability or medical condition (must be approved prior to assessment)
 - iii. Experienced some other event outside of their control, such as a fire alarm (must be applied post-assessment), which has had, or is likely to have had, a material effect on that apprentice's ability to take an assessment, or demonstrate their level of attainment in an assessment
- b. Special consideration cannot be applied in a cumulative fashion, e.g. on the basis of a domestic crisis at the time of the examination and the apprentice suffering from a viral illness.
- c. If the application for Special consideration post-assessment is successful, the apprentice's performance will be reviewed in light of available evidence.
- d. A Special consideration should not give the apprentice an unfair advantage; neither should its use cause the user of the certificate to be misled regarding an apprentice's achievements.
- e. The apprentice's result must reflect their achievement in the assessment and not their potential ability.
- f. A Special Consideration, if successful, may result in a small post-assessment adjustment to the mark of the apprentice, but not necessarily so.
- g. Providers should note that:
 - i. Where an assessment requires the apprentice to demonstrate practical competence, or where criteria have to be met fully, or in the case of qualifications that confers a licence to practice, it may not be possible to apply a special consideration.
 - ii. In some circumstances, for example for on-demand assessments, it may be more appropriate to offer the apprentice an opportunity to take the assessment at a later date.

Procedure for applying for reasonable adjustments

8. All reasonable adjustments for apprentices undertaking assessment need to be approved by progress minded.
9. The training provider will have the option to disclose the nature of the disability or difficulty within ACE360 when they register the apprentice.
10. The training provider must then submit a completed RA and SC Request Form to progress minded prior to the assessment start date along with any supporting evidence.
11. To ensure the adjustment to assessment provides the necessary assistance without giving an unfair advantage, progress minded will need to be clear about the extent to which the apprentice is affected by the disability or difficulty.
12. Evidence which describes the effect of the impairment must be produced. Any of the following types of evidence would be acceptable:
 - a. Supporting medical certificate
 - b. Written evidence produced by an independent, authoritative, specialist. This could take the form of a medical, psychological, or professional reports or assessments.
13. progress minded will then consider the evidence and inform all parties of the outcome, including any reasonable adjustments that have been approved.

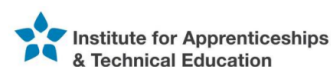
Procedure for special consideration

14. Requests for special considerations must be submitted as soon as possible after the assessment and no later than five working days after the assessment using the RA and SC Request Form.
15. Special consideration can only be given to apprentice who have temporarily experienced:
 - a. An illness
 - b. An injury
 - c. Any other event outside of their control
16. Special consideration may be given where these events have affected an apprentice's ability to either:
 - a. Undertake assessment
 - b. Demonstrate their occupational competence
17. If the application for special consideration is successful, the apprentice's performance will be reviewed in light of the available evidence.
 - a. It should be noted that a successful application of special consideration will not necessarily change an apprentice's result.

Appeals

18. If a training provider wishes to appeal against any decision to decline requests, please refer to progress minded appeals policy.

Appendix 1 – Institute for Apprenticeships and Technical Education reasonable adjustment matrix



Reasonable adjustment matrix

1. No known disability
2. Cognitive processing need such as dyslexia, dyspraxia; a need in executive function, visual processing speed, visual perception, literacy, numeracy, verbal reasoning, verbal memory, nonverbal memory
3. Social/ communication need such as autistic spectrum condition
4. Long standing illness such as cancer, epilepsy, Crohn's, IBS, Chronic Fatigue
5. A mental health condition
6. A physical need such as crutches or wheelchair user, arthritis, paraplegia, quadriplegia, cerebral palsy
7. Hearing need
8. Visual need

Assessment method	Observation	Practical Skills Test	Test	Project	Presentation	Professional Discussion
Reasonable adjustment						
Extra time allowance	2,3,4,5,6,7,8	2,3,4,5,6,7,8	2,3,4,5,6,7,8	2,3,4,5	2,3,4,5,7	2,3,5,6,7
Scribe			2,6,8			
Reader			2,8			
Personal support worker in attendance	2,5,6,8	2,5,6,8	2,5,8	2,5,8	2,5,6,8	2,5,8
Timed rest breaks	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8
Bathroom breaks	4,6	4,6	4,6	4,6	4,6	4,6
Voice explanation	2,8	2,8				
BSL interpreter + extra time	7	7	7	7	7	7

Assessment method	Observation	Practical Skills Test	Test	Project	Presentation	Professional Discussion
Reasonable adjustment						
Assistive technology – voice recognition			2,4,6			
Assistive technology – screenreader			8			
Assistive technology – text to speech			2,4			
Flexibility with location				3,4,5,6	3,4,5,6	3,4,5,6
Flexibility of time of assessment	4	4	4	4	4	4
Flexibility within the method of assessment		6	3,4,5,6	3,4,5,6	3,4,5,6	3,4,5,6
Pre-recorded evidence / delivered by video link				2,3,4,5	2,3,4,5	
Permission to write notes						2,4,5
Permission to bring notes				2,4,5		2,4,5
Info presented in required format – size, font style, colour			2,8			

Reasonable Adjustment and Special Consideration Policy

Assessment method	Observation	Practical Skills Test	Test	Project	Presentation	Professional Discussion
Reasonable adjustment						
Individual testing			3,4,5			
Paper-based option			2,4			
Supervised assessment taken at home			3,4,5,6			
Written questions to back up verbal					2,4,5,6	2,4,5,6
Rewording of questions / clarification if needed					2,3,7	2,3,7
Time allowance for processing verbal questions					2,4,5,7	2,4,5,7
Information presented in small chunks					2,4,7	2,4,7

Version control

Version	Date	Change	By whom
V2.1	07.07.2025	Add a version control table. Updated terminology in line with funding rules 2025. Combined with the Special Consideration Policy.	Cherie Heaven Owen Twidale