

## **Reasonable Adjustment and Special Consideration Requests Process**

This process aims to ensure that there are no unnecessary barriers to assessment and to ensure requirements and methods used are sufficiently flexible to enable the widest range of learners to demonstrate competence fairly and reliably within our courses. Therefore, this applies to all LTA staff, external providers, Coach Development Centres (CDCs), tutors, learners and relevant third parties.

This process covers two key areas:

1. Reasonable adjustments to assessment
2. Special considerations

The purpose of this process is to identify the arrangements that can be put in place to support learners with specific needs, to support learners who have been disadvantaged by adverse circumstances and to specify the process to follow to make a request, thereby covering the following areas:

- Definitions of reasonable adjustments to assessment and special considerations
- Examples of reasonable adjustments to assessment and special considerations
- LTA process for requesting adjustment to assessment or special considerations
- Identifying the types of special consideration accepted
- Identifying the types of reasonable adjustments to assessment accepted

## **Definitions**

**Reasonable adjustments to assessments** are adjustments made prior to the delivery of a qualification and should be in place before a learner takes an assessment to enable a learner with specific needs to demonstrate their knowledge, skills and understanding to the levels of attainment required by the specification for the qualification.

**Special considerations** are defined by the LTA as the implementation of arrangements given to learners who have temporarily experienced an illness, injury, or some other event outside of their control which has affected their ability to take an assessment or demonstrate their level of attainment in an assessment situation.

Examples of potential Reasonable Adjustments to Assessment may include:

- A learner has provided evidence that they have dyslexia or a learning difficulty and require additional time during written assessments.
- A learner has a medical condition or is visually impaired may require all resources to be printed on specific coloured paper or sent out to them prior to the assessment.
- A learner is physically unable to demonstrate a particular skill and requires flexibility to do so or a third party to demonstrate under direction.

Examples of potential Special Considerations may include:

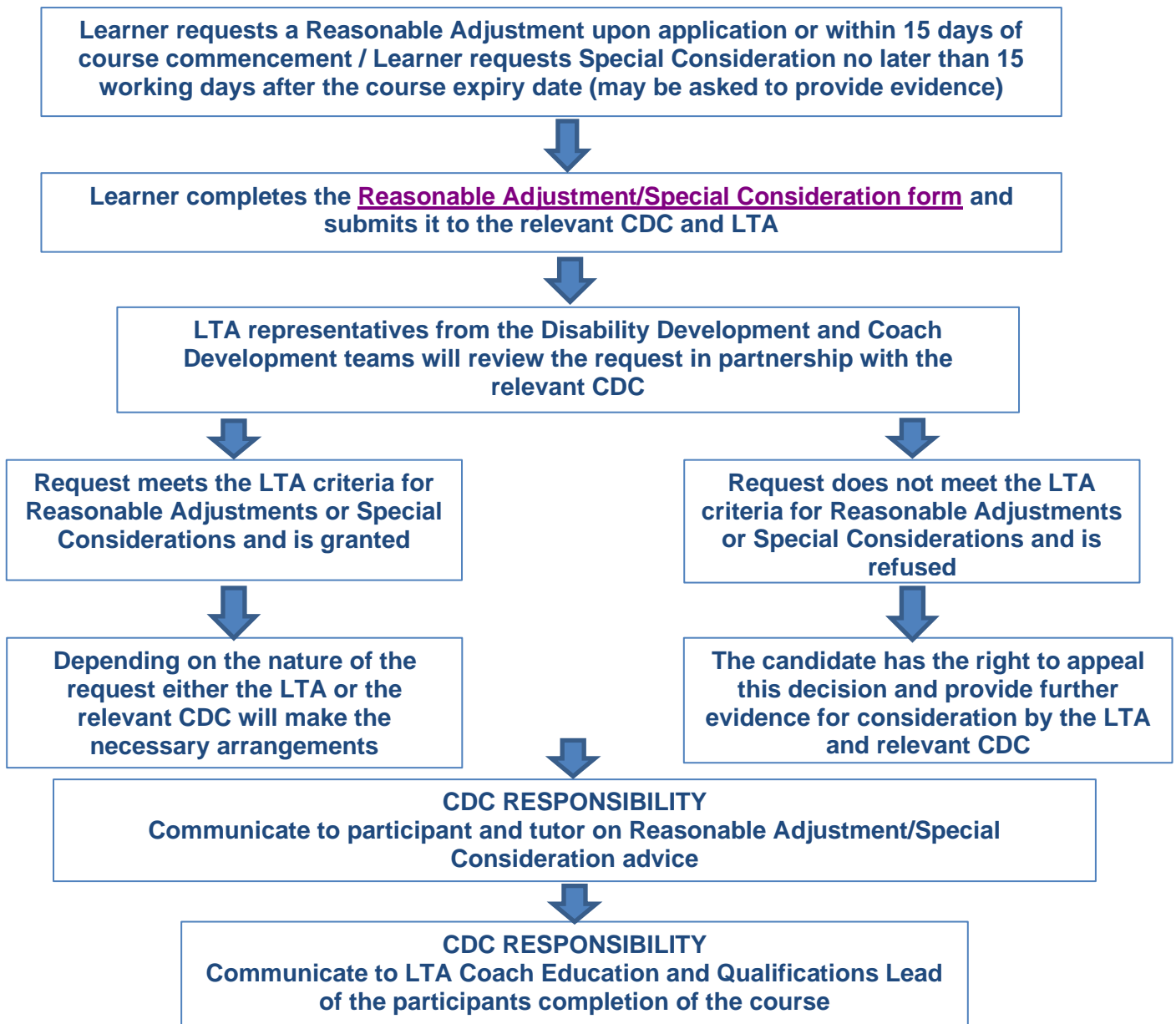
- A learner is diagnosed with an illness that has affected their attendance on a qualification and it could prevent them completing it within the specified timeframe.
- A learner missed a component of an assessment or was not present at the time of assessment due to circumstances beyond their control.
- A learner has not been certified for a qualification they have completed due to an administrative or IT issue outside of their control.

## Reasonable Adjustments to Assessment/ Special Considerations Request Process

The process to be followed when making a request for a Reasonable Adjustment to Assessment/Special Considerations is detailed below.

Reasonable Adjustments to Assessment should be requested at the start of a learner's programme during the registration process and no later than 15 working days before the commencement of the course, to ensure all arrangements are made prior to any learning or assessment taking place. The LTA and Coach Development Centre(s) (CDC(s)) will make it clear that it is the learner's responsibility to declare any requirements for adjustment on application to the course as if they are declared at a later date the CDC and LTA may not be able to accommodate them fully.

Special Considerations need to be requested no later than 15 working days after the course expiry date. Special considerations requested after this date will be reviewed but the LTA and the relevant CDC may not be able to accommodate them.



## **Types of Special Considerations**

Below is a list of different types of Special Considerations that the LTA can offer learners. These will only be implemented if a learner has been disadvantaged due to illness, injury, or an adverse effect outside of their control. This list is not exhaustive, and all requests are handled on a case-by-case basis.

- An extension of registration period depending on the learners needs
- Provide assistance to write a written element of an assessment for a learner who has suffered an injury preventing them from writing
- Allowing an alternative assessment opportunity for a learner at a later date
- Carrying over the fee for the assessment that the learner was unable to take to a later date

Click here for a [link](#) to complete the 'Special Consideration Form'.

## **Types of Reasonable Adjustments to Assessment**

The following table summarises reasonable adjustments to assessment that can be requested. These need to be approved by the LTA and the relevant CDC before they are implemented at the Centre. This list is not exhaustive, and all adjustments are dealt with on a case-by-case basis depending upon each learners' individual needs.

Adjustment requests will be reviewed and will only be granted when sufficient evidence has been submitted and the request is considered to not give the learner an unfair advantage over other learners.

Click here for a [link](#) to complete the 'Reasonable Adjustment Form'.

| Type of Impairment or Difficulty | Reasonable Adjustment Examples         | Responsibility   |
|----------------------------------|--|--|
| <b>Visual Impairment</b>         | OCR Scanners                           | Coach Development Centre (in partnership with the learner) |
|                                  | Low Vision Aid                         |  |
|                                  | Prompter                               |  |
|                                  | Screen Reader                          |  |
|                                  | Send out paperwork prior               |  |
|                                  | Extra time                             |  |
|                                  | Large print                            | LTA  |
|                                  | Modified format A4-A3                  |  |
|                                  | Modified language                      |  |
|                                  | Tactile diagrams                       |  |
| <b>Hearing Impairment</b>        | BSL                                    | Coach Development Centre (in partnership with the learner) |
|                                  | Communicator                           |  |
|                                  | Send out paperwork prior               |  |
|                                  | Extra time                             |  |
|                                  | Live Speaker                           |  |
|                                  | Transcriber                            |  |
|                                  | Hearing Loop System                    | LTA  |
|                                  | Additional CD/DVD/Software             |  |
| <b>Physical Impairment</b>       | Extra time                             | Coach Development Centre (in partnership with the learner) |
|                                  | Practical assessment                   |  |
|                                  | Reader                                 |  |
|                                  | Scribe                                 |  |
|                                  | Voice activated software               |  |
|                                  | Use of computer                        |  |
|                                  | Access to all spaces                   |  |
| <b>Intellectual Disability</b>   | Extra time                             | Coach Development Centre (in partnership with the learner) |
|                                  | Carer support                          |  |
|                                  | Use of computer                        |  |
|                                  | Send out paperwork prior               |  |
|                                  | Send out timetable prior               |  |
|                                  | Use of video footage                   |  |
| <b>Illness/Injury/medical</b>    | Paperwork extension                    | Coach Development Centre (in partnership with the learner) |
|                                  | Video footage extension                |  |
|                                  | Use of others to demonstrate           |  |
|                                  | Additional rest breaks                 |  |
| <b>Dyslexia</b>                  | Dyslexic photocopy onto coloured paper | LTA  |
|                                  | Send out paperwork prior               | Coach Development Centre (in partnership with the learner) |
|                                  | Extra time or use of a computer        |  |

