

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, Workforce Development Centres (WDCs), 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:

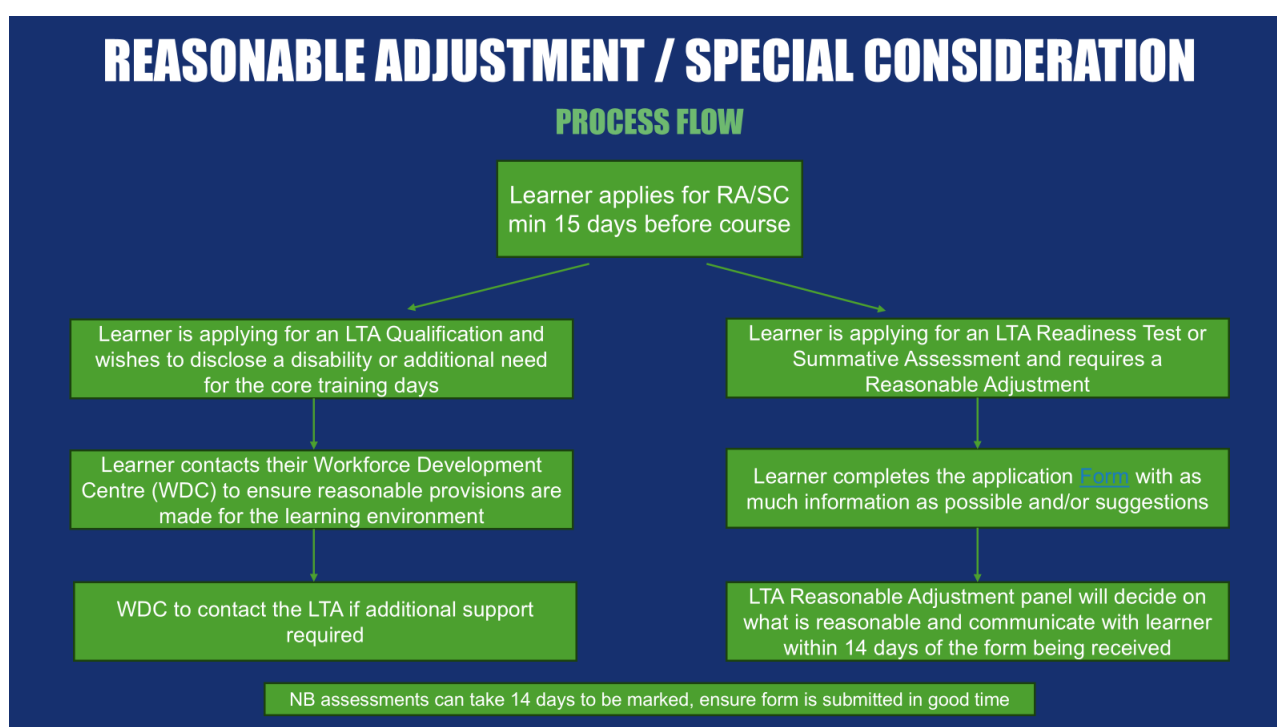
- A learner is diagnosed with an illness that has affected their attendance on a qualification, and it could prevent them completing it within the specified timeframe.
- A learner missed a component of an assessment or was not present at the time of assessment due to circumstances beyond their control.
- 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 Workforce Development Centre(s) (WDC(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 WDC 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 'Reasonable Adjustment/Special Consideration Application 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 WDC 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/Special Consideration Application Form'.

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

