

## Reasonable adjustments policy

The Reasonable Adjustments Policy provides definition and examples of Reasonable Adjustments which may occur for an apprentice during an assessment.

DHA recognise that apprentices who have a permanent or temporary disability, specific learning needs or medical condition might need extra support to help them complete their apprenticeship programme.

To ensure that apprentices can achieve the highest possible outcome in their assessment DHA understands they might need a different assessment method or an adaptation to the usual one. This is defined as a reasonable adjustment.

DHA will take action to ensure apprentices have a fair and equal chance of demonstrating their knowledge, skills and behaviours to achieve the apprenticeship standards.

Reasonable Adjustments will depend on the apprentice circumstances and the impact of the disability on the individual, as well as rules set by external awarding organisations.

Reasonable adjustments to assessment must:

- Not make the assessment easier
- Not give the Apprentice an unfair advantage
- Not simplify the requirements of the apprenticeship standard
- Be based on the individual need of the Apprentice
- Be agreed and documented
- Be auditable and capable of being internally and externally quality assured

Reasonable adjustments may include:

- Changing standard assessment arrangements, e.g. allowing apprentices extra time to complete the assessment where centres give a deadline
- Adapting assessment materials, e.g. large font, electronic copies, coloured overlays/paper
- Providing extra support, e.g. additional sessions, more frequent shorter sessions, Functional Skills Team support
- Extra time (including 25%)
- Practical assistant
- Reader / computer reader
- Scribe (including speech recognition technology)
- Sign language interpreter

Reasonable adjustments that can be permitted by DHA without having to obtain permission.

- Amplification equipment
- Bilingual dictionary without extra time
- Closed circuit television (CCTV)
- Coloured overlays
- Low vision aid/ magnifier
- Optical character reader (OCR) scanners
- Prompter
- Read aloud / reading pen
- Supervised rest breaks,
- Word processor.

### Defining Special Considerations

A special consideration is defined by DHA as a specific form of adjustment that can be made regarding the completion of an assessment. A special consideration request can be made to an awarding organisation to request that they amend or consider amending a grade or mark in the in the assessment to reflect an extenuating circumstance that has impacted the apprentice's performance or to request that an awarding organisation take an extenuating circumstance into account when an assessment is marked ahead of that assessment being completed.

Special considerations may not be used in cases of apprentices with long term disabilities or additional learning needs. If an apprentice's performance in an assessment has the potential to be impacted by a disability or additional learning need, a reasonable adjustment request should be made to the relevant awarding organisation.

Special considerations may be made in order to support apprentices whose completion of a programme or qualification has been impacted by extenuating circumstances. These are defined as any serious external factor outside of the control of the apprentice that has impacted their ability to complete the programme or qualification or has impacted their performance during it.

Common examples of extenuating circumstances include injury, illness and bereavement. However, a wide range of other factors may constitute extenuating circumstances and ultimately, the decision on whether or a not a situation can be classified as an extenuating circumstance will lie with the awarding organisation.

DHA will request approval of reasonable adjustments or special considerations by contacting directly the relevant awarding organisation in accordance with their requirements.

Any adjustment to an assessment must be supported by evidence which is sufficient, auditable, valid and reliable and supports the decision to put reasonable adjustments in place. The decision on whether or not the submitted evidence is suitable to support the reasonable adjustment or special consideration request will lie with the awarding organisation.

Awarding organisations allow appeals against a decline of a request for reasonable adjustments or special considerations.

Any appeal against a decline of a request for reasonable adjustments or special considerations must be supported by objective evidence to demonstrate why the request for reasonable adjustments or special considerations should have been approved.

DHA understands that failure to comply with the guidance regarding adjustments to assessments set out by relevant awarding organisations has the potential to constitute malpractice and may lead to the awarding organisation withholding or discounting the apprentice's result.

Failure to comply is defined as any or all of the following:

- Putting adjustments or arrangements into place without seeking prior approval from the awarding organisation
- Exceeding the allowances of adjustments agreed with the awarding organisation
- Agreeing adjustments or arrangements that are not supported by evidence
- Failure to maintain records of reasonable adjustments and special considerations for audit