



AIMASSESSMENT

policies

for centre staff



AIM Assessment

Reasonable adjustments and special considerations

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Welcome

AIM Qualifications and Assessment Group are an end-point assessment organisation approved on the register for a range of apprenticeship standards. AIM Group are also a regulated awarding organisation and Access Validating Agency.

Introduction

This document is intended for apprentices, training providers and employers who need to know information about applying for reasonable adjustments and special consideration for end-point assessment.

The purpose of this policy is to:

- explain how appropriate adjustments can be made to assessments for apprentices who have difficulties or disabilities that effect their ability to complete the proposed assessments
- explain how consideration can be given to apprentices who experience temporary events outside of their control that affect their performance in or ability to take an assessment
- Ensure that the integrity of our assessment materials and the skills, knowledge, understanding or competence being measured is not compromised

The policy is also designed to explain:

- how and when you should apply for reasonable adjustments and special consideration for one or more apprentices and what evidence we require
- the process we will follow to make a decision on the application

Reasonable adjustments

These are adjustments made to an assessment for an end-point assessment to enable an apprentice to demonstrate their knowledge, skills and understanding. Apprentices may be eligible for reasonable adjustments if their ability to access an assessment is likely to be substantially affected by a particular impairment, for example communication and interaction, cognition and learning, physical or behavioural, emotional and social needs.

The nature of any reasonable adjustment depends on the apprentice's particular requirements, the assessment method and may not be appropriate if the apprentice's particular difficulty directly affects performance in the attributes being assessed. Reasonable adjustments must not affect the reliability or validity of assessment outcomes, nor must they give the apprentice an assessment advantage over other apprentices undertaking the same or similar assessments.

Recruitment and initial assessment of apprentices

Prior to registration, the training provider must ensure that apprentices are provided with the correct information and advice on their standard and that the standard will meet their needs. Training providers should assess the suitability of each potential apprentice and make appropriate professional judgments about the apprentice's potential to successfully complete the assessments and achieve the apprenticeship at the chosen level. The training provider must also ensure that the apprentice is able to communicate effectively in English (this includes listening, speaking, reading and writing) and understand the requirements of the standard and the information within the assessment materials in English without assistance.

During this process it may be identified that the apprentice will require additional support or reasonable adjustments to be made to enable them to be assessed fairly. This should be discussed with the apprentice.

Apprentices should be able to achieve the assessment requirements and any adjustments made should not compensate the apprentice for lack of understanding, knowledge or skills. The apprentice must be able to cope with the content of the assessment and be able to work at the level required for the assessment.

It is the training providers responsibility to communicate to the apprentice that they may not be able to demonstrate attainment because their particular difficulty directly affects performance in the attributes being assessed. The apprentice may however still decide to proceed with studying a particular apprenticeship and not be entered for all or part of the assessment.

Making reasonable adjustments

The adjustments made must:

- not give the apprentice an unfair advantage
- not compromise or invalidate the assessment requirements of the standard
- be based on the individual need of the apprentice
- reflect the apprentice's normal way of working

Any adjustment to assessment must not invalidate the assessment requirements of the standard or the requirements of the assessment strategy or alter the competence standards. All apprentices' performance will be assessed against set standards and although they cannot be altered, it may be possible to change the delivery or process of assessment so that each apprentice has an equal opportunity to demonstrate what they know and what they can do.

The adjustment must be based on the individual need of the apprentice, the assessment requirements of a standard and the nature and extent of the support given as part of normal teaching practice. **For all reasonable adjustments training providers must also ensure that the adjustments made:**

- enable the apprentice to meet the specified criteria at the required level
- do not give the apprentice an unfair advantage
- meet the requirements of the specifications regardless of the process or method used
- are as rigorous as assessment methods used with other apprentices
- are able to be moderated or verified
- are appropriate for the apprentices and their normal way of working

Special considerations

Special consideration can be given to an apprentice who has temporarily experienced an illness or injury, or some other event outside of their control which has had or is reasonably likely to have had an effect on their ability to take an assessment or on their level of attainment in an assessment.

If there are valid, evidenced reasons why an apprentice could not submit or attend for assessment then they may submit a request for special consideration form alongside evidence for consideration by the special consideration panel. The role of the Panel is to ensure that assessment opportunities are fair to all.

Special consideration should not be granted solely on the grounds of disability and apprentices must declare their needs prior to assessment and any reasonable adjustments implemented before the assessment takes place.

Special consideration should not give an apprentice an unfair advantage. The apprentice's result must reflect their achievement in the assessment and not necessarily his or her potential ability. Special consideration, if successful, may lead to a small post-assessment adjustment to the apprentice's results, but not necessarily so. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the apprentice.

We do not define those circumstances which are serious and which are not. **However, the following are examples of circumstances which will probably not be taken into account:**

- circumstances over which an apprentice has some control through prior planning (eg moving house, getting married, computer problems, workload)
- circumstances experienced by all or most apprentices (eg financial difficulties) minor illnesses of a short-term nature
- circumstances which have already been appropriately provided for by a reasonable adjustment

All apprentices regardless of special consideration must meet the minimum requirements to achieve the apprentice as specified in the standard.

A list of examples of special consideration can be found at [appendix 2](#).

Applying for reasonable adjustments or special considerations

Reasonable adjustments

To make an application for a reasonable adjustment on behalf of one or more apprentices a reasonable adjustment form must be completed. The form is available on the AIM Assessment pages of our website www.aim-group.org.uk.

It asks for details of each apprentice's circumstances, evidence of any medical conditions and any other relevant information. Once complete the form should be emailed to assessment@aim-group.org.uk.

Requests for reasonable adjustments should be submitted at the gateway, and as a minimum no less than 10 working days before any assessment. AIM will acknowledge receipt within two working days and will aim to provide a decision within 10 working days. It may not be possible to respond within this timeframe if we need to call on specialist advice. In such cases, we will inform the applicant of the expected response time.

Special consideration

Requests for special consideration should be submitted no more than 10 working days after the planned or actual assessment date. AIM will acknowledge receipt within two working days and will provide a decision within five working days of application or panel meeting. The form to apply for special consideration can be found on the AIM Assessment pages of our website www.aim-group.org.uk.

Examples of evidence that you should submit to support the application can be found in [appendix 2](#).

Requests for special consideration may only be accepted after the results of assessment have been released in the following circumstances:

- medical evidence comes to light about an apprentice's condition, which demonstrates that the apprentice must have been affected by the condition at the time of the assessment, even though the problem revealed itself only after the assessment

Documentary evidence that must be provided

Applicants must submit any relevant documentary evidence which supports their case alongside the application form. Applications without evidence will usually be rejected.

How we will deal with requests

- All requests for reasonable adjustments are reviewed by a panel
- Requests for special consideration are reviewed by a panel
- The panel will comprise a minimum of three members, of which at least two are senior members of staff at AIM Assessment. The chair of the panel will be independent of the chair of the awarding meeting
- The panel will meet on a regular basis and report to the awarding meeting. It will consider all the applications together with supporting documentary evidence
- The panel is empowered by the awarding meeting to determine the validity of each case

The panel will report to the awarding meeting one of the following decisions in each case

- reject application
- accept application – effect not applicable
- accept application – effect applicable

The panel will take into account

- any evidence to support the case being made
- timing – *does the period affected by the application correspond with the date of the assessment?*
- *how long the apprentice had to complete the assessment (ie date when assessment set and deadline for submission)? Did the apprentice have time to complete the assessment if the application is disregarded?*
- severity of circumstances
- nature of circumstances – *the panel, therefore, may accept the validity of the application but consider that it is not applicable to the assessments in question because of timing, for example. The panel will take great care to keep all information confidential*

Once a decision is made AIM will communicate the decision to applicant according to the timetable stated above. If this is not possible and the review will take a little longer, then AIM will contact the applicant.

Appendices and Links

Appendix Title

[Appendix 1 - Types of reasonable adjustment](#)

[Appendix 2 - Examples of required evidence for special consideration](#)

Appendix 1 – Types of reasonable adjustment

The table below provides some possible reasonable adjustments that can be made. These will be based on the reasonable adjustments made by the employer to enable the apprentice to undertake their work.

- extra time up to 25%
- extra time exceeding 25%
- supervised rest breaks
- changes in organisation of the assessment room
- separate accommodation for assessment
- taking the assessment at an alternative venue
- use of coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners
- use of assistive technology
- use of bilingual dictionaries and bilingual translation dictionaries
- assessment material in enlarged format
- assessment material in braille
- language modified assessment material
- assessment material in BSL
- assessment material on coloured paper
- assessment material in audio format
- use of ICT to present responses
- responses using electronic recording devices
- responses in BSL
- reader
- scribe
- BSL interpreter
- prompter
- practical assistant
- transcriber

Guidance on types of reasonable adjustment

<p>Extra time</p>	<p>Invariably applied to examination based assessment. Extra time should not be allowed where its use will invalidate the assessment criteria. Extra time should not give the apprentice an unfair advantage over others.</p> <p>25% extra time for the use of a bilingual dictionary.</p> <p>The use of a bilingual dictionary must reflect the apprentice’s normal way of working. It is only to be used in assessments by apprentices whose first language is not English, Irish or Welsh. Extra time must not be awarded to an apprentice using a bilingual translation dictionary in order to compensate for difficulties in reading and writing in English. The translation of assessment materials or the apprentice’s answers into or from the apprentice’s first language is not allowed.</p>
<p>Supervised rest breaks</p>	<p>AIM will ensure that both the apprentice and their work is supervised during the break. The duration of the break should not be deducted from the assessment time. Rest breaks should not be allowed where their use would invalidate the assessment criteria.</p>
<p>Changes in organisation of the assessment room</p>	<p>AIM will consider the needs of each individual apprentice and, where possible, arrange the assessment room to suit the apprentice.</p>
<p>Separate accommodation for assessment</p>	<p>AIM will ensure that, where apprentices are accommodated separately for assessments taken under examination conditions, usual examination conditions apply and separate invigilation is arranged.</p>
<p>Taking the assessment at an alternative venue</p>	<p>For assessments taken under examination conditions, standard examination conditions should be in place at the alternative venue and the standard procedures for security of assessment material and despatch of the apprentice’s work should be followed.</p>
<p>Use of coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners</p>	<p>The apprentice should be familiar with how the aid works. The use of aids should not give the apprentice an unfair advantage over other apprentices or invalidate the assessment criteria.</p>
<p>Use of assistive technology</p>	<p>The apprentice should be familiar with how the assistive technology works. The assistive technology should not give the apprentice an unfair advantage over other apprentices or invalidate the assessment criteria.</p>

Use of bilingual dictionaries and bilingual translation dictionaries	<p>The use of a bilingual dictionary should not give the apprentice an unfair advantage over other apprentices or invalidate the assessment criteria. These should not be permitted if proficiency in English, Welsh or Irish (as appropriate) is required for the role supported by the standard.</p>
Language modified assessment material	<p>Language and stimulus materials are only appropriate if they:</p> <ul style="list-style-type: none"> (a) enable apprentices to demonstrate their level of attainment (b) require knowledge, skills and understanding which are required for the qualification (c) are clear and unambiguous (unless ambiguity forms part of the assessment) (d) are not likely to cause unnecessary offence to apprentices.
Use of ICT to present responses	<ul style="list-style-type: none"> - The computer is to be used solely by the apprentice and not by someone acting on the apprentice's behalf unless the apprentice has permission to use a scribe. - The apprentice has access only to those facilities (for example spell/grammar checker, voice activated software, speech reading software) which have been agreed in advance with AIM. - The apprentice is not able to gain access to existing files or documents - The computer should be free-standing and not be connected to the Internet, unless this is required in the assessment. - The apprentice is accommodated separately if the use of a computer is likely to distract other apprentices. In this case separate invigilation should be arranged - The apprentice's work is saved frequently and, if possible, using an auto-save facility. - The apprentice should be proficient in the use of the computer and its software.
Responses using electronic recording devices	<p>Recording the apprentice's responses electronically should not be allowed where it will invalidate the assessment requirements. The apprentice using recording equipment should be accommodated separately, with separate invigilation, where its use will disturb other apprentices.</p>
Responses in BSL	<p>Signing of the apprentice's responses on video should not be allowed where it will invalidate the assessment requirements.</p>

Reader	The panel should check that the use of a reader is the most appropriate arrangement to enable the apprentice to undertake the assessment. A separate invigilator should be present when a reader is used. A reader should not be allowed where such use would invalidate the assessment requirements.
Scribe	The panel should check that the use of scribe is the most appropriate arrangement to enable the apprentice to undertake the assessment. A separate invigilator should be present when a scribe is used.
BSL Interpreter	The panel should check that the use of BSL interpreter is the most appropriate arrangement to enable the apprentice to undertake the assessment. A separate invigilator should be present when a BSL interpreter is used. A BSL interpreter should not be allowed where such use would invalidate the assessment requirements.
Prompter	The panel should check that the use of a prompter is the most appropriate arrangement to enable the apprentice to undertake the assessment. A separate invigilator should be present when a prompter is used. A prompter should not be allowed where such use would invalidate the assessment requirements.
Practical Assistant	The panel should check that the use of a practical assistant is the most appropriate arrangement to enable the apprentice to undertake the assessment. A separate invigilator should be present when a practical assistant is used. A practical assistant should not be allowed where such use would invalidate the assessment requirements.
Transcriber	The panel should check that the use of a transcriber is the most appropriate arrangement to enable the apprentice to undertake the assessment. A transcriber should not be allowed where such use would invalidate the assessment requirements

Appendix 2 – Examples of required evidence for special consideration

The nature of the documentary evidence will vary according to the circumstances. If, for example, the apprentice has been ill with the flu for a period of 10 days, we will expect a doctor's note which says they were incapacitated between the two relevant dates. If, on the other hand, they have suffered the loss of a close relative and feel their work has been affected, we will need confirmation of how this affected their performance, eg their emotional condition, their ability to work effectively, etc. This would probably be a letter from their doctor or counsellor, etc. It is important that they provide details of how any circumstances such as these affected them, rather than confirmation of any actual event.

Circumstance	Required Evidence
Illness	An original medical certificate or letter from an appropriate medical professional confirming the nature of the illness and the likely impact it is having on the apprentice's ability to undertake formal assessment and/or study.
Hospitalisation	A medical letter/certificate from the relevant hospital confirming the nature and severity of the apprentice's circumstances and the likely period of impact on the apprentice's ability to undertake formal assessment and/or study.
Acute personal/emotional circumstances	An original medical certificate or letter from an appropriate medical professional confirming the nature of the illness and/or circumstances and the likely impact it is having on the apprentice's ability to undertake formal assessment and/or study.
Jury service (UK)	A letter from the court together with proof that a deferral has been requested and rejected or proof that a previous request for deferral has been accepted.
Court attendance (UK)	Where an apprentice is required to attend a tribunal or court as a witness, defendant or plaintiff the apprentice should provide official correspondence from the tribunal/court confirming attendance or a solicitor's letter detailing the nature and dates of the legal proceedings and the requirement for the apprentice to attend.
Other	The list of circumstances cannot be exhaustive, and it is possible that other circumstances will arise that should be considered as acceptable.



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