

# Reasonable Adjustments and Special Considerations



## WHAT IS A REASONABLE ADJUSTMENT?

A reasonable adjustment is an adjustment made to an assessment to avoid as far as possible, or reduce, any disadvantage a learner with a disability, medical condition or learning need may have.

Equalities law requires Awarding Organisations to make reasonable adjustments and AM Training Services must grant reasonable adjustments following this policy. Failure to adhere to this policy such as not following the requirements of the practical assessment, exceeding allowances, and not recording reasonable adjustments granted, could constitute malpractice.

Reasonable adjustment cannot give the learner an unfair advantage or compromise the assessment and is not appropriate for some qualifications as the validity of the assessment could be affected.

## Principles of making Reasonable Adjustments

The following principles should be followed by AM Training Services staff, when making decisions about a learner's need for adjustments to an assessment.

The adjustments should

- **Not invalidate the assessment requirements of the qualification**
- **Not give the learner an unfair advantage**
- **Reflect the learner's normal way of working**
- **Be based on the individual need of the learner**

AM Training Services has a responsibility to ensure the assessment is robust and fair, and allows the learner to demonstrate what they know, following the said guidance for both practical and theory assessments, without compromising the process.

Where appropriate AM Training Services must ensure they consider the following, upon deciding whether an adjustment to an assessment is required:

1. The reasonable adjustment must not compromise the competency standard.
2. The reasonable adjustment must not give the learner an unfair advantage. While the process for examinations and assessments might be modified, the learner must demonstrate the skills and competence required by the assessment, to maintain the quality, validity and reliability of the assessment.
3. The reasonable adjustment must be based on individual requirements. Decisions about the reasonable adjustment(s) required by each learner must be taken only after careful consideration of the assessment needs of each individual. Different learners with the same impairment may have very different reasonable adjustment requirements. Similarly, centres should not assume that the reasonable adjustment required by a learner for a particular assessment will be required for all assessments. Some learners may need a single adjustment, others may require a combination of several adjustments.
4. The reasonable adjustment must reflect the learner's normal way of working. The learner should have experience of and practice in the use of, the adjustment. For example, if the reasonable adjustment is for additional time for an examination, the learner must have had this reasonable adjustment in place for other examinations such as practice tests, while the learner has been studying for the qualification at the centre.
5. The reasonable adjustment must be accompanied by suitable evidence, where appropriate. AM Training Services will want to satisfy themselves that a learner's request for a reasonable adjustment is legitimate. On some occasions, this will involve obtaining evidence that is sufficient, valid and reliable.
6. The assessment activity is valid and is measurable against the assessment criteria.

Any adjustment(s) that are implemented during the assessment must ensure that:

1. They do not impact on any other learner.
2. Will only provide the intended learner with the necessary assistance, without giving them an unfair advantage over others.
3. AM Training Services Staff must be clear about the extent to which the learner is affected by the disability or difficulty.

### **WHAT IS SPECIAL CONSIDERATION?**

In relation to FAA and IQL UK qualifications, special consideration can be given to a learner who has a temporary injury which significantly affects their ability to:

- **Take an assessment**
- **Demonstrate elements of an assessment**

Special consideration would be deferral of the assessment until the learner is able to demonstrate all required elements adhering to FAA/IQL UK assessment requirements.

AM Training Services must grant special consideration following this policy and failure to do so could constitute malpractice.

### **Principle of requesting Special Considerations**

A special consideration could apply to a learner who has temporarily experienced an illness, injury or some other event outside their control, which has had or is likely to have, a significant material effect on the learner's ability to take an assessment or demonstrate the required level of competency. Learners' results must reflect actual achievements not any potential ability.

FAA/IQL UK will review the circumstances and evidence surrounding each request.

Learners must have attended the course for the appropriate amount of guided learning hours and have been fully prepared by the Trainer, to take their assessment.

AM Training Services staff must consult the following documents when considering applying for Reasonable Adjustments or Special Considerations:

- [FAA Reasonable Adjustments and Special Consideration Policy](#)
- [IQL UK Adjustments and Special Considerations](#)

Signed:



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