

## Reasonable Accommodation for Assessment

- In the context of assessment, reasonable accommodation is the term for the adaptation of assessment as necessary to cater for the needs of learners' whose personal situation means that the assessment would otherwise be unfair e.g., learners with a disability, and/or other learners covered by equality legislation.
- Applies to all learners participating on all courses and all personnel involved in the delivery, support, and administration of those courses

## Purpose

- To ensure that those with additional support needs are provided with the opportunity to participate in assessment without significantly altering or compromising the standard

## Activities

- The following will be considered when facilitating a request for reasonable accommodation to adapt an assessment or part of an assessment:
  - Any adaptation of the assessment should facilitate the learner to demonstrate their achievement of the standards without significantly altering the standard.
  - Special assessment arrangements/adaptations are not intended to and should not reduce the validity and reliability of the assessment or compromise the standard.
  - The adaptation should seek to amend the aspects of the assessment technique or instrument which prevent a learners' participation in the assessment.
  - It should be used where the assessment technique(s) or instruments disadvantages the learner in assessment
- Learners will be provided with an opportunity to highlight their need for additional support to participate in assessment
  - Prior to the course, via email, phone, application form or through meeting with a employees/trainer member
  - During the course, via email, phone, and through a meeting with a employees/trainer member
- It is the learners' responsibility to highlight their need for additional support and make a request for reasonable accommodation
  - Learners can make a request at any time, they are encouraged to do so at the earliest possible time to ensure the appropriate supports can be put in place, if applicable.
- A request for reasonable accommodation may include, but is not limited to the following:
  - Modified presentation of assignments/examination papers e.g., enlargements
  - Scribes/readers
  - Use of sign language
  - Practical assistants
  - Rest periods
  - Adaptive equipment/software
  - Use of assistive technology

- extra time
- If a learner wants to make a request for reasonable accommodation, they should submit the request in writing to the registrar, providing details of:
  - Their disability, medical condition or learning difficulty
  - How they may be impacted without the additional support
  - The supports they are requesting
  - Independent, verifiable evidence from a medical professional to support the request
- The QM and/or TCM and trainer are responsible for reviewing and deciding on the outcome of the request for reasonable accommodation
  - The learner is informed of the outcome of the review within 5 working days of the submission of the request
- If the request is accepted:
  - The learner is informed of the supports that will be provided
  - With the consent of the learner, all relevant stakeholders will be informed of the supports to be put in place, i.e., trainer
- If the request is denied:
  - The learner is informed how and why the decision was made
- The learner is informed of their right to appeal. If they decide to appeal, the learner must:
  - Submit the appeal in writing within 2 working days of receiving the decision
  - Clearly outline the grounds for the appeal
- The appeal will be handled for another employee not involved in the original process
  - Decision on appeal will be final