



ETC Awards Limited

EPA Reasonable Adjustments
Policy

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Introduction

This policy is primarily aimed at learners who are registered for an End Point Assessment. It is also for use by our staff to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

The intended audience for this policy is:

- ETA staff
- All staff in ETA Centres
- Providers
- Learners
- Employers

This policy outlines:

- our arrangements for making reasonable adjustments and special considerations in relation to our end point assessments.
- how learners qualify for reasonable adjustments and special considerations
- the reasonable adjustments we will permit and those where permission is required in advance before they are applied
- what special considerations will be given to learners

Review arrangements

ETA will review the policy annually as part of its self-evaluation arrangements, and revise it as and when necessary in response to feedback. In addition, the External Quality Assurance Organisation / Regulator may require us to change our Reasonable Adjustments and Special Considerations Policy to comply with their requirements, or issue good practice guidance which leads us to make amendment

Our responsibility

All ETA staff involved in the end point assessment must be aware and follow the process detailed within this policy.

Provider / Employer responsibility

It is important that all staff involved in the management, assessment and quality assurance of all end point assessments and your learner/s are fully aware of the contents of the policy.

If an individual wishes to apply for reasonable adjustments or special considerations, they must follow the process specified within this Policy.

Arrangements not covered by this policy

Circumstances for both internal and external assessment not covered in this policy should be discussed with ETA before assessment takes place. Please contact us via the details provided in this policy.

Definition of reasonable adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. They are made to an end point assessment to enable a disabled learner to demonstrate their knowledge, skills and understanding of the levels of attainment required by the Apprenticeship Standard and Assessment Plan.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing assistance during assessment, such as a sign language interpreter, a reader or scribe
- re-organising the assessment room, such as removing visual stimuli for an autistic learner
- changing the assessment method, for example from a written assessment to a spoken assessment
- using assistive technology, such as screen reading, or voice activated software
- providing the mechanism to have different colour backgrounds to screens for on-line assessments or asking for permission for copying to different coloured paper for paper-based assessments

- providing and allowing different coloured transparencies with which to view assessment papers

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access to the programme. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work.

ETA are only required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, cost, implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration

Definition of special considerations

Special consideration can be applied after an end point assessment if there was a reason the learner may have been disadvantaged during the assessment.

For example, special consideration could apply to a learner who had temporarily experienced:

- an illness or injury
- some other event outside of their control

and which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate their level of attainment in an assessment.

Special consideration should not give the learner an unfair advantage, neither should its use cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect their achievement in the assessment and not necessarily their potential ability.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

Training providers/employers should note that:

- where an assessment requires the learner to demonstrate practical competence or where criteria have to be met fully, it may be more appropriate to offer the learner an opportunity to take the assessment at a later date

Appeals

If you wish to appeal against our decision to decline requests for reasonable adjustments or special consideration arrangements, please refer to the ETA EPA Appeals Policy.

Policy overview

ETA is committed to complying with all current and relevant legislation in relation to end point assessment, which at the time of writing includes, but is not limited to the Equality Act 2010. We seek to uphold human rights relating to race relations, disability discrimination and special educational needs and to provide equal reasonable adjustments and special considerations for all learners.

The assessment should be a fair test of learners' knowledge and what they are able to do, however, for some learners the usual format of assessment may not be suitable. We ensure that our end point assessments do not bar learners from taking our EPA's.

We recognise that reasonable adjustments or special considerations may be required at the time of assessment where:

- learners have a permanent disability or specific learning needs
- learners have a temporary disability, medical condition or learning needs
- learners are indisposed at the time of the assessment

The provision for reasonable adjustments and special consideration arrangements is made to ensure that learners receive recognition of their achievement so long as the equity, validity and reliability of the assessment can be assured. Such arrangements are not concessions to make assessment easier for learners, nor advantages to give learners a head start.

There are 2 ways in which access to fair assessment can be maintained:

- through reasonable adjustments, and
- through special considerations

How to make Requests

Process for requesting reasonable adjustments and/or special considerations If a training provider/employer is making a request on behalf of its learners it should submit a Reasonable Adjustments and Special Consideration Request and in doing so supply relevant supporting information. For example:

- learner's name and ETA learner registration number
- nature of, and rationale for the request
- supporting information/evidence (e.g. medical evidence or a statement from the invigilator or any other appropriate information)

Learners can, in exceptional circumstances, make requests direct to ETA.

Requests for Reasonable Adjustments or Special Considerations must be completed and submitted by email to epa@eta-gms.com with 'Reasonable Adjustments' or 'Special Considerations' in the subject header. Please ensure any supporting information is submitted at the same time

Requests for reasonable adjustments should be submitted at least 30 days before the end point assessment.

Requests for special consideration should be submitted as soon as possible after the assessment and no later than 5 working days after the assessment.

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

- application has been overlooked by the training provider/employer and the oversight is confirmed by the Head of End Point Assessment
- medical evidence comes to light about a learner's condition, which demonstrates that the learner must have been affected by the condition at the time of the assessment, even though the problem revealed itself only after the assessment
- for on-line assessments where results are immediately available.

How ETA will deal with requests

All applications will be acknowledged via email. The request will then be evaluated by a member of the ETA EPA Team or other appropriate person. We will aim to respond to all

requests within 10 working days of receipt. If we are unable to respond within this time, we will provide you with an estimated response date.

If the application for special consideration is successful, the learner's performance will be reviewed in the light of available evidence. It should be noted that a successful application of special consideration will not necessarily change a learner's result.