

### Reasonable Adjustment and Special Considerations

1. Reasonable Adjustment – This is agreed at pre-assessment planning stage and is any action that helps to reduce the effect of a disability or difficulty, which places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments must not, however, affect the reliability or validity of assessment outcomes nor must they give the learner an assessment advantage over other learners undertaking the same or similar assessments.

2. Special Consideration – This is post-assessment allowance to reflect temporary illness, injury or indisposition that occurred at the time of assessment. Any special consideration granted cannot remove the difficulty the learner faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised. Special consideration cannot apply to ‘licence to practice’ units within a qualification, or to ‘licence to practice’ qualifications.

1. All reasonable adjustments made must be recorded using the Edexcel form RA1. The RA1 form must be kept on the trainee’s record. RA1 forms must be made available to Edexcel as required. All reasonable adjustments must be agreed by the Head of Centre and must be based on firm evidence of a barrier to assessment.

Reasonable adjustments are approved before an assessment and are intended to allow attainment to be demonstrated. It can only be granted where the adjustment does not:

- affect the validity or reliability of the assessment
- give the trainee in question an unfair advantage over other trainees taking the same or similar assessment
- influence the outcome of the assessment decision

Examples of reasonable adjustments:

- Allowing extra time e.g. assignment extensions
- Using a different assessment location
- Use of coloured overlays, low vision aids, CCTV
- Use of assistive software
- Readers / scribes
- Practical assistants / transcribers / prompters
- Assessment material on coloured paper or in audio format
- Language-modified assessment material
- British Sign Language
- Use of ICT / responses using electronic devices

2. Unlike reasonable adjustment, there are no circumstances whereby a centre can apply its own special consideration. Applications must be made to Edexcel. In the majority of cases where a trainee requests special consideration because of disadvantage due to temporary illness, injury or adverse circumstances at or near the time of assessment, the trainee will be allowed to take the assessment again.