



DSW Reasonable Adjustments & Special Considerations Policy



Reasonable Adjustments & Special Considerations Policy

| Date | Version | Who | Purpose | Result |
|--------------|---------|-----------------|---|------------|
| July 2019 | 1.0 | Audit Committee | Review | Signed Off |
| October 2020 | 2.0 | Audit Committee | Review | Signed Off |
| July 2021 | 3.0 | Diane McCarthy | Covid amendment | Signed Off |
| Sept 2022 | 4.0 | Jemma Lister | Remove covid adjustments add in DSW flexibilities | Signed Off |

Purpose

The purpose of this policy is to outline the steps to be taken when a training provider (Provider), apprentice or employer requests reasonable adjustments or special considerations in relation to an end point assessment being delivered by DSW.

Scope

This policy applies to the delivery of end Point assessments by DSW including but not limited to:

- support materials used in preparing for end point assessment
- method of delivery of an end point assessment

Definition

To ensure that disabled learners, as defined in the Equality Act 2010, are not placed at a substantial disadvantage, DSW will provide reasonable adjustments or special considerations where the usual format of our assessments may not be suitable.

Policy

Reasonable adjustments and special considerations ensure that learners receive recognition of their achievement while ensuring that the assessments remain valid, reliable and comparable to those delivered without such arrangements.

Reasonable Adjustments are actions which are agreed prior to an assessment taking place to provide support which minimises the effect of a disability. reasonable adjustments are not taken into effect when grading an assessment.

It should be noted that we are required by law to do only what is reasonable when considering a request for such an arrangement. Factors which can be taken into consideration include cost effectiveness, practicality, effectiveness of the adjustment, health and safety considerations and the maintaining of a valid, reliable and comparable assessment.

Special Considerations are applied after an assessment has taken place if a learner has been disadvantaged during the assessment. Reasons for a special consideration may include illness, injury or personal circumstances.

Disability may not be use as the grounds for a special consideration; in such situations, apprentices should request a reasonable adjustment in advance of the assessment taking place.

A special consideration may result in a minor adjustment to the mark an apprentice is given for a specific assessment. The size of any adjustment will take into account the specific circumstances faced by the apprentice at the time of the assessment.

In some cases it may not be possible to adjust the mark and the apprentice may be offered the opportunity to re-take an assessment.

Requesting a Reasonable Adjustment or Special Consideration

A provider can request a reasonable adjustment on behalf of an apprentice by submitting the required information using a reasonable adjustment request form which can be found on EPA Pro. This must be submitted with supporting evidence to the epa@dswlearning.co.uk inbox.

A provider can request a special consideration on behalf of an apprentice by submitting the required information using a special consideration request form which can be found on EPA Pro. This must be submitted to the epa@dswlearning.co.uk inbox.

Requests for reasonable adjustments should be made no later than 30 days before the assessment is due to take place.

Assessment results are normally issued after 5 working days and requests for special consideration will not normally be accepted after results are issued. Therefore, requests for special consideration should be made no later than 4 working days following the completion of the assessment.

Flexibilities

There are rare occasions where an apprentice may require a flexibility which is outside of the parameters of a reasonable adjustment.

Examples of such flexibilities may include (this list is not exhaustive):

- Use of evidence outside of the evidence period
- Extension to EPA window
- Request to amend gateway date

A provider can request a flexibility on behalf of an apprentice by submitting the required information using a flexibility request form which can be found on EPA Pro. This must be submitted with supporting evidence to the epa@dswlearning.co.uk inbox.

Requests for flexibilities should be made no later than 30 days before the assessment is due to take place.

Review and Outcomes

DSW will aim to review and provide an outcome to a formal request for reasonable adjustment, special consideration or flexibility request within 5 working days of receiving a completed form. Where this turnaround is not possible DSW will provide a proposed timescale within 2 working days of receiving a completed form.

The possible outcomes of a request for reasonable adjustment or flexibility request include:

- Approval
- Rejection on the grounds of insufficient evidence of requirement
- Rejection on the grounds of reasonableness

The possible outcomes of a request for special consideration are:

- Agreement to review the learner's performance; in this instance the grade will be reviewed but may not be adjusted
- Rejection of the request based on an investigation of the details provided in the request

If you are unhappy with the outcome of a request, then you may raise a complaint in line with DSW's Complaint policy which is available at: <https://www.dswconsulting.co.uk/our-policies>

Policy Review

This policy and its effectiveness are reviewed and updated annually.